

# Ordinary Council Meeting

## Business Paper

Pursuant to section 9 of the *Local Government Act 1993*, notice is hereby given that an Ordinary Council Meeting of Parkes Shire Council will be held in the Parkes Council Chamber, 2 Cecile Street, Parkes, on Tuesday 17 June 2025 at 3:00 PM.



Kent Boyd PSM  
**GENERAL MANAGER**



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## Governing Body

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

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

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

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

# Council Chambers

## Seating Plan



**PUBLIC GALLERY**

## Guiding Principles

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

Councils should recognise diverse local community needs and interests.

Councils should consider social justice principles.

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

Councils should consider the principles of ecologically sustainable development.

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

## Statement of Ethical Obligations

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

### Oath or Affirmation of Office

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The Oath or Affirmation is taken by each Councillor whereby they swear or declare to undertake the duties of the office of Councillor in the best interests of the people of the Parkes Shire and Parkes Shire Council and that they will faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the *Local Government Act 1993* or any other Act to the best of their ability and judgment.

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### Conflicts of Interest

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

Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with Council's Code of Conduct. Where a Councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the Councillor's audio-visual link to the meeting will be suspended or terminated for the time during which the matter is being considered or discussed by Council, or at any time during which Council is voting on the matter.

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

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## **1 OPENING OF MEETING**

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

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

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

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

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

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

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

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## **2 ACKNOWLEDGEMENT OF COUNTRY**

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

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### **3 PRAYER**

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

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

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

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

Requests by Councillors for approval to attend a meeting by audio-visual link must be made in writing to the General Manager prior to the meeting in question and provide reasons why the Councillor will be presented from attending the meeting in person.

Councillors attending a meeting by audio-visual link are reminded that they must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the *Local Government Act 1993*.

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

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**6 CONFIRMATION OF MINUTES****6.1 MINUTES OF THE ORDINARY ORDINARY COUNCIL MEETING MEETING HELD ON 20 MAY 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 - 20 May 2025****RECOMMENDATION**

That Ordinary Council Meeting:

1. Receive and confirm the Minutes of the Ordinary Ordinary Council Meeting Meeting held on Tuesday 20 May 2025 appended at *Annexure A*.



# Ordinary Council Meeting

## Minutes

Tuesday 20 May 2025



**Minutes of the Ordinary Council Meeting**  
**Held on Tuesday, 20 May 2025 at the**  
**Parkes Council Chamber, 2 Cecile Street, Parkes**

**Present:**

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

**Council Officers in Attendance:**

Mr Anthony McGrath	Acting General Manager / Director Customer, Corporate Services and Economy
Mr Andrew Francis	Director Infrastructure and Sustainability
Mr Logan Hignett	Director Operations
Mrs Annalise Teale	Acting 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 4:58 pm.

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## **1 OPENING OF MEETING**

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The Mayor declared the Ordinary Council Meeting of Tuesday 20 May 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.

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## **2 ACKNOWLEDGEMENT OF COUNTRY**

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Councillor Bill Jayet read the following Acknowledgement of Country:

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

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

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## **3 PRAYER**

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The Acting 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

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

Nil

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

Nil

## 6 CONFIRMATION OF MINUTES

### 6.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 15 APRIL 2025

#### **RESOLVED OCM 137/25**

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 15 April 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. 12.5 – Minutes of the Wiradjuri Elders Advisory Committee Meeting held on 15 April 2025.
2. 17.3 – Arts Acquisition for Parkes Shire Council.
3. 19.1 – 2025011 - New Facility for NSW SES Parkes Unit.

## 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, by way of a single resolution. The Chairperson must list the items of business to be adopted and ask Councillors to identify any individual items of business listed by the Chairperson that they intend to vote against the recommendation made in the Business Paper, or that they wish to speak on (13.2).

### 9.1 ADOPTION OF MULTIPLE ITEMS OF BUSINESS

#### **RESOLVED OCM 138/25**

Moved: Cr Louise O'Leary

Seconded: Cr William Jayet

That:

10.1 Meetings, Functions and Events attended by Mayor and Councillors.

10.2 Coming Known Events for Mayor and Councillors.

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- 11.2 Rural & Regional Summit 2025.
  - 12.1 Minutes of the Parkes Sports Council Meeting held on 11 April 2025.
  - 12.2 Minutes of the Extraordinary Local Traffic Committee Meeting held on 22 April 2025.
  - 12.3 Minutes of the Local Traffic Committee Meeting held on 7 May 2025.
  - 12.5 Minutes of the Wiradjuri Elders Advisory Committee Meeting held on 15 April 2025.
  - 13.3 Investments and Borrowings Report as at 30 April 2025.
  - 14.3 Elvis Festival Memorial Wall – Draft Guidelines.
  - 14.5 Request to use Trundle Town Improvement Reserve for Public Liability Insurance for Trundle Progress Association.
  - 14.6 Adoption of the Community Strategic Plan 2025-2029.
  - 14.7 Adoption of the Disability Inclusion Action Plan 2025-2029.
  - 14.8 Adoption of Council Policies – Legislative Compliance.
  - 14.9 Adoption of Parkes Shire Council Risk Appetite Statement.
  - 16.3 Road Closure – Council Road off Miles Road.
  - 17.3 Arts Acquisition for Parkes Shire Council.

**CARRIED**

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## **10 MAYORAL MINUTE(S)**

<b>10.1 MEETINGS, FUNCTIONS AND EVENTS ATTENDED BY MAYOR AND COUNCILLORS</b>
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**RESOLVED OCM 139/25**

Moved: Cr Louise O'Leary

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 15 March 2025 through to 11 April 2025.

**CARRIED**

**10.2 COMING KNOWN EVENTS FOR MAYOR AND COUNCILLORS****RESOLVED OCM 140/25**

Moved: Cr Louise O'Leary

Seconded: Cr William Jayet

That Council:

1. Note the known upcoming meetings, functions and events for the Mayor and Councillors for the period 17 May 2025 to 13 June 2025.

**CARRIED****10.3 OFFICIAL OPENING OF THE 'LAYERS' EXHIBITION****RESOLVED OCM 141/25**

Moved: Cr Neil Westcott

Seconded: Cr Marg Applebee

That Council:

1. Receive and note this Mayoral Minute.

**CARRIED****10.4 CHANGES TO COMMUNITY JUSTICE CENTRES (CJCS) AND DEPARTMENT OF COMMUNITIES AND JUSTICE (DCJ) IN NSW****RESOLVED OCM 142/25**

Moved: Cr William Jayet

Seconded: Cr Marg Applebee

That Council:

1. Note the contents of Annexure A from Department of Communities and Justice (DCJ) in NSW advising of the closure of Community Justice Centres (CJCs).
2. Receive a further update from DCJ regarding the outcome that will affect the Parkes Branch once that information is at hand.

**CARRIED**



## 11 COUNCILLOR REPORT(S)

### 11.1 PARKES ENERGY RECOVERY CONSULTATIONS IN PARKES DURING APRIL AND MAY 2025

#### **RESOLVED OCM 143/25**

Moved: Cr Doug Pout

Seconded: Cr William Jayet

That:

1. That Council receives and notes the report on the Parkes Energy Recovery community drop-in sessions held from 10 to 12 April 2025, and the follow up engagement on 7 May 2025, and that the submitted questions be included as an annexure to this report.

**CARRIED**

### 11.2 RURAL & REGIONAL SUMMIT 2025

#### **RESOLVED OCM 144/25**

Moved: Cr Louise O'Leary

Seconded: Cr William Jayet

That:

1. Council notes the report from Councillor Marg Applebee.

**CARRIED**

## 12 REPORTS OF COMMITTEES

### 12.1 MINUTES OF THE PARKES SPORTS COUNCIL MEETING HELD ON 11 APRIL 2025

#### **RESOLVED OCM 145/25**

Moved: Cr Louise O'Leary

Seconded: Cr William Jayet

That Council:

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

**CARRIED**

**12.2 MINUTES OF THE EXTRAORDINARY LOCAL TRAFFIC COMMITTEE MEETING  
HELD ON 22 APRIL 2025****RESOLVED OCM 146/25**

Moved: Cr Louise O'Leary

Seconded: Cr William Jayet

That Council:

1. Receive and confirm the Minutes of the Extraordinary Local Traffic Committee Meeting held on Tuesday 22 April 2025 appended at *Annexure A*.

**CARRIED****12.3 MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING HELD ON 7 MAY 2025****RESOLVED OCM 147/25**

Moved: Cr Louise O'Leary

Seconded: Cr William Jayet

That Council:

1. Receive and confirm the Minutes of the Local Traffic Committee Meeting held on Wednesday 7 May 2025 appended at *Annexure A*.

**CARRIED**

**12.4 MINUTES OF THE PARKES SPORTS COUNCIL MEETING HELD ON 13 MAY 2025****MOTION**

Moved: Cr Louise O'Leary

Seconded: Cr William Jayet

That Council:

1. Receive and confirm the Minutes of the Parkes Sports Council Meeting held on Tuesday 13 May 2025 appended at *Annexure A*.

**AMENDMENT TO MOTION FOR 12.4****RESOLVED OCM 148/25**

Moved amendment to the Motion by adding in Item 2: Cr Louise O'Leary

Seconded amendment to the Motion by adding in Item 2: Cr Ken McGrath

That Council:

1. Receive and confirm the Minutes of the Parkes Sports Council Meeting held on Tuesday 13 May 2025 appended at *Annexure A*.

Amended Motion by Cr Louise O'Leary:

2. Investigate the feasibility and requirements of closure of Sporting Fields to dogs. Including Harrison-Parker-stone, Cheney & Woodward Fields in Parkes and possibly Peak Hill Sporting Fields Lindner Oval to be included in this ban against dogs at these Fields. And that a solution be taken to the Parkes Sports Council for consideration.

**CARRIED**

At 3:23 pm, Director Operations Logan Hignett left the meeting.

At 3:24 pm, Director Operations Logan Hignett returned to the meeting.

**12.5 MINUTES OF THE WIRADJURI ELDERS ADVISORY COMMITTEE MEETING HELD ON 15 APRIL 2025****RESOLVED OCM 149/25**

Moved: Cr Louise O'Leary

Seconded: Cr William Jayet

That Council:

1. Receive and confirm the Minutes of the Wiradjuri Elders Advisory Committee Meeting held on Tuesday 15 April 2025 appended at *Annexure A*.

**CARRIED**

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**13 REPORTS OF THE GENERAL MANAGER****13.1 PARKES MARIST JUNIOR LEAGUE - REQUEST FOR ASSISTANCE UNDER COMMUNITY INFRASTRUCTURE PROJECT POLICY.****RESOLVED OCM 150/25**

Moved: Cr Marg Applebee

Seconded: Cr Louise O'Leary

That Council:

1. Endorse the project to procure and install field lighting at Cheney Park on behalf of Parkes Marist Junior Rugby League Club under the Community Infrastructure Projects policy.
2. Enter into an agreement and payment plan with Parkes Marist Junior Rugby League Club to facilitate the funding of the project.

**CARRIED****13.2 QUARTERLY BUDGET REVIEW AS AT 31 MARCH 2025****RESOLVED OCM 151/25OCM 152/25**

Moved: Cr George Pratt

Seconded: Cr Marg Applebee

That Council:

1. Receive and note the budget review report to 31 March 2025
2. Adopt the budget variations proposed in the quarterly budget review to 31 March 2025

**CARRIED****13.3 INVESTMENTS AND BORROWINGS REPORT AS AT 30 APRIL 2025****RESOLVED OCM 152/25**

Moved: Cr Louise O'Leary

Seconded: Cr William Jayet

That:

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

**CARRIED**

**13.4 MONTHLY FINANCIAL REPORTS AS AT 30 APRIL 2025****RESOLVED OCM 153/25**

Moved: Cr Marg Applebee

Seconded: Cr Doug Pout

That Council:

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

**CARRIED****14 REPORTS OF THE DIRECTOR CUSTOMER, CORPORATE SERVICES AND ECONOMY****14.1 LOCAL GOVERNMENT REMUNERATION TRIBUNAL DETERMINATION OF COUNCILLOR ANNUAL FEES FOR 2025/26****RESOLVED OCM 154/25**

Moved: Cr William Jayet

Seconded: Cr Marg Applebee

That Council:

1. Receive and note Government Gazette Number 172-4 advising of the Local Government Remuneration Tribunal Annual Determination 2025 appended at *Annexure A*.
2. Pursuant to section 248 of the *Local Government Act 1993*, fix and determine the annual fee payable to the Councillors of Parkes Shire Council for the 2025/26 financial year effective from 01 July 2025, at the upper limit of \$18,890.00 for a Rural Large Council.
3. Pursuant to section 249 of the *Local Government Act 1993*, fix and determine the annual fee payable to the Mayor of Parkes Shire Council for the 2025/26 financial year effective from 01 July 2025, at the upper limit of \$40,530.00 for a Rural Large Council.

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

Against: Cr Joy Paddison

**CARRIED 9/1**

**14.2 VOTING COUNCILLOR DELEGATES FOR 2025 CONFERENCES****RESOLVED OCM 155/25**

Moved: Cr Marg Applebee

Seconded: Cr Doug Pout

That Council:

1. Delegate Deputy Mayor Marg Applebee and Cr Bill Jayet be voting Delegates at the ALGA National General Assembly of Local Government in place of Mayor Neil Westcott and Deputy Mayor Marg Applebee as previously resolved 26 November 2024 [OCM 347/24].
2. Nominate Mayor Neil Westcott as an alternative Delegate to vote and be available if either the Deputy Mayor Marg Applebee or Cr Bill Jayet are unable to vote and/or attend the ALGA National General Assembly of Local Government Conference.
3. Delegate Mayor Neil Westcott or Deputy Mayor Marg Applebee be voting Delegates at the LGNSW Conference and LGNSW General Election in Penrith in November 2025.
4. Nominate Councillor Joy Paddison as an alternative Delegate to vote and be available if either the Mayor or Deputy Mayor are unable to vote and/or attend the LGNSW Conference and LGNSW General Election.

**CARRIED****14.3 ELVIS FESTIVAL MEMORIAL WALL - DRAFT GUIDELINES****RESOLVED OCM 156/25**

Moved: Cr Louise O'Leary

Seconded: Cr William Jayet

That Council:

1. Receive and note the information in the report about the public exhibition of the Draft Elvis Festival Memorial Wall Guidelines.
2. Adopt the Guidelines for the Elvis Festival Memorial Wall and place it onto Council's web site.

**CARRIED****14.4 REQUEST TO USE PEAK HILL TOWN IMPROVEMENT FUNDS FOR THE PURCHASE OF AN AED AND ECG FOR THE PEAK HILL SURGERY****RESOLVED OCM 157/25**

Moved: Cr Louise O'Leary

Seconded: Cr George Pratt

That Council:

1. Approve the allocation of up to \$5,000 from the Peak Hill Town Improvement Fund for the supply of an AED and ECG machine for the Peak Hill surgery.

**CARRIED**

**14.5 REQUEST TO USE TRUNDLE TOWN IMPROVEMENT RESERVE FOR PUBLIC LIABILITY INSURANCE FOR TRUNDLE PROGRESS ASSOCIATION.****RESOLVED OCM 158/25**

Moved: Cr Louise O'Leary

Seconded: Cr William Jayet

That Council:

1. Approve the allocation of \$3,092.85 from the Trundle Town Improvement Fund Reserve to pay the public liability insurance costs of the Trundle and District Progress Association.

**CARRIED****14.6 ADOPTION OF THE COMMUNITY STRATEGIC PLAN 2025-2029****RESOLVED OCM 159/25**

Moved: Cr Louise O'Leary

Seconded: Cr William Jayet

That Council:

1. Note the Community Strategic Plan 2025-2029 was placed on public exhibition for 28-days between 19 March to 15 April 2025
2. Receive and consider the six (6) submissions received on the draft Community Strategic Plan, appended at *Annexure A*, and request the General Manager respond to the external submissions received as recommended in this report.
3. Adopt the Community Strategic Plan 2025-2029 attached at *Annexure A*, pursuant to section 4.9 of the Integrated Planning and Reporting Guidelines with the recommended amendments provided in this report.
4. Publish the Community Strategic Plan 2025-2029 on Council's website.

**CARRIED**

**14.7 ADOPTION OF THE DISABILITY INCLUSION ACTION PLAN 2025-2029****RESOLVED OCM 160/25**

Moved: Cr Louise O'Leary

Seconded: Cr William Jayet

That Council:

1. Adopt the Disability Inclusion Action Plan 2025-2029 attached at *Annexure A*, pursuant to section 4.9 of the Integrated Planning and Reporting Guidelines with the recommended amendments provided in this report.
2. Publish the Disability Inclusion Action Plan 2025-2029 on Council's website.
3. Note the Disability Inclusion Action Plan 2025-2029 was placed on public exhibition for 28-days from 19 March to 15 April 2025
4. Receive and consider the two (2) external submissions received, appended at *Annexure B and C*, on the draft Disability Inclusion Action Plan 2025-2029, and request the General Manager respond to the external submissions as recommended in this report.

**CARRIED****14.8 ADOPTION OF COUNCIL POLICIES - LEGISLATIVE COMPLIANCE****RESOLVED OCM 161/25**

Moved: Cr Louise O'Leary

Seconded: Cr William Jayet

That Council:

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

**CARRIED****14.9 ADOPTION OF PARKES SHIRE COUNCIL RISK APPETITE STATEMENT****RESOLVED OCM 162/25**

Moved: Cr Louise O'Leary

Seconded: Cr William Jayet

That Council:

1. Adopt the Risk Appetite Statement, which defines the level of risk the organisation is willing to accept while pursuing its objectives.

**CARRIED**



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**15      REPORTS OF THE DIRECTOR INFRASTRUCTURE AND SUSTAINABILITY****15.1      MAJOR PROJECTS AND CURRENT WORKS - INFRASTRUCTURE AND SUSTAINABILITY****RESOLVED OCM 163/25**

Moved:      Cr Marg Applebee

Seconded: Cr William Jayet

That Council:

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

**CARRIED**

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At 4:06 pm, Cr Doug Pout left the meeting.

At 4:09 pm, Cr Doug Pout rejoined the meeting.

**15.2      BULKY WASTE KERBSIDE COLLECTION - JUNE 2025****RESOLVED OCM 164/25**

Moved:      Cr William Jayet

Seconded: Cr Marg Applebee

That Council:

1.      Receive and note the report.

**CARRIED**

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At 4:11 pm, Cr George Pratt left the meeting.

At 4:13 pm, Cr George Pratt rejoined the meeting.

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**16      REPORTS OF THE DIRECTOR OPERATIONS****16.1      MAJOR PROJECTS AND CURRENT WORKS - OPERATIONS****RESOLVED OCM 165/25**

Moved:      Cr Marg Applebee

Seconded: Cr William Jayet

That Council:

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

**CARRIED**

**16.2 CLOSURE OF TULLAMORE AIRSTRIP****RESOLVED OCM 166/25**

Moved: Cr Joy Paddison

Seconded: Cr Doug Pout

That:

1. Council receive and note the information within the report.

**CARRIED****16.3 ROAD CLOSURE - COUNCIL ROAD OFF MILES ROAD****RESOLVED OCM 167/25**

Moved: Cr Louise O'Leary

Seconded: Cr William Jayet

That Council:

1. Endorse the closure of council road SR46A off Miles Road, Nelungaloo NSW 2876 for the purpose of selling to the adjoining owner.

**CARRIED****16.4 PURCHASE OF LAND AT EUGOWRA ROAD FOR MUGINCABLE SILOS ACCESS UPGRADE****RESOLVED OCM 168/25**

Moved: Cr Ken McGrath

Seconded: Cr Joy Paddison

That:

1. Council agree to purchase of the land identified in parts of Lot 197 DP 750164 and Lot 57 DP 1089634 to facilitate construction of the Mugincoble Silos access upgrade.
2. Council authorise the General Manager and Director Operations to negotiate the purchase price of the land based on market valuation and ex-gratia payment in accordance with this report.
3. Endorse and affix the Council Seal to all documentation as required to facilitate the process of road realignment.

**CARRIED**

**16.5 USE OF PARKES TIF FOR PARKES RETAIL PRECINCT PIGEON CONTROL****RESOLVED OCM 169/25**

Moved: Cr William Jayet

Seconded: Cr Marg Applebee

That:

1. Council endorses the proposed trapping program for pigeons in the Retail Precinct of Parkes.
2. That funding be allocated from the 2025/2026 Parkes Town Improvement Vote.

**CARRIED**

At 4:30 pm, Cr Ken McGrath left the meeting.

At 4:32 pm, Cr Ken McGrath rejoined the meeting.

**16.6 ACQUISITIONS OF EASEMENTS FOR STORMWATER AND SEWER****RESOLVED OCM 170/25**

Moved: Cr Marg Applebee

Seconded: Cr Doug Pout

That:

1. Council agree to purchase the easement to facilitate sewer reticulation at Lot 944 DP 513953, 84 Peak Hill Road, Parkes.
2. Council agree to purchase the easement to facilitate sewer reticulation at Lot 11 DP 85083, 32 Clarinda Street, and Lot 2 DP 513083 Oxley Street, Parkes.
3. Council agree to purchase the easement to facilitate stormwater mitigation at Lot 2 DP 513083 and Lot 100 DP 1260252, Oxley Street, Parkes
4. Council authorise the General Manager and Director Operations to negotiate the purchase price of the easements based on market valuation and ex-gratia payment in accordance with this report.
5. Council endorse and affix the Council Seal to all documentation as required to facilitate the process.

**CARRIED**

**16.7 ADOPTION OF THE FINAL PEAK HILL FLORA AND FAUNA RESERVE MASTERPLAN****MOTION**

Moved: Cr Neil Westcott

Seconded: Cr Louise O'Leary

That Council:

1. Adopt the Final Peak Hill Flora and Fauna Reserve Masterplan and place it on Council's web site.
2. Writes to the NSW Aboriginal Land Council in regard to ALC No. 45568 requesting they expedite the determination of their claim to facilitate implementation of the Peak Hill Flora and Fauna Nature Reserve Masterplan.

**AMENDMENT TO MOTION FOR 16.7****RESOLVED OCM 171/25**

Moved amendment to the Motion by adding in Item 3: Cr Louise O'Leary

Seconded amendment to the Motion by adding in Item 3: Cr Neil Westcott

That Council:

1. Adopt the Final Peak Hill Flora and Fauna Reserve Masterplan and place it on Council's web site.
2. Writes to the NSW Aboriginal Land Council in regard to ALC No. 45568 requesting they expedite the determination of their claim to facilitate implementation of the Peak Hill Flora and Fauna Nature Reserve Masterplan.

Amended Motion by Cr Louise O'Leary:

3. Implement a cultural burn plan.

**CARRIED**

**17 REPORTS OF THE DIRECTOR PLANNING AND COMMUNITY SERVICES****17.1 MODDA2025/0005 - SUBDIVISION (19 LOTS) - FORMER PARKES HOSPITAL, 18 COLEMAN ROAD, PARKES (LOT133 DP 750152)****RESOLVED OCM 172/25**

Moved: Cr William Jayet  
Seconded: Cr Marg Applebee

That Council:

1. Approve ModDA2025/0005 subject to the conditions contained in the attached development assessment report.

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

Against: Nil

**CARRIED 10/0**

At 4:33 pm, Cr Ken McGrath left the meeting and did not return.

At 4:33 pm, Cr Glenn Wilson left the meeting.

At 4:34 pm, Cr Glenn Wilson returned to the meeting.

**17.2 APRIL 2025 BUILDING STATISTICS UPDATE****RESOLVED OCM 173/25**

Moved: Cr Neil Westcott  
Seconded: Cr Marg Applebee

That:

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

**CARRIED****17.3 ARTS ACQUISITION FOR PARKES SHIRE COUNCIL****RESOLVED OCM 174/25**

Moved: Cr Louise O'Leary  
Seconded: Cr William Jayet

That:

1. The Arts Accessions Committee recommends that Parkes Shire Council purchase the artwork **Layers** by Pol Cruz to become part of the Council Art Collection.

**CARRIED**

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

Nil

## 19 CONFIDENTIAL MATTERS

### RESOLVED OCM 175/25

Moved: Cr Marg Applebee

Seconded: Cr Doug Pout

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 2025011 - NEW FACILITY FOR NSW SES PARKES UNIT

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

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

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

**CARRIED**

At 4:50 pm, the Meeting went into Closed Session.

At 4:53 pm, Director Infrastructure Andrew Francis and Sustainability left the meeting.

At 4:56 pm, Director Infrastructure Andrew Francis and Sustainability left the meeting.

#### 19.1 2025011 - NEW FACILITY FOR NSW SES PARKES UNIT

### RESOLVED OCM 176/25

Moved: Cr Doug Pout

Seconded: Cr William Jayet

That:

1. Council awards construction of the State Emergency Services Head Quarters and Training Facility (PSC2025/011) to Colin Joss and Co Pty Ltd for the lump sum of \$3,273,145 (ex GST)

**CARRIED**

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**RESOLVED OCM 177/25**

Moved: Cr Doug Pout

Seconded: Cr Matthew Scherer

That Ordinary Council Meeting:

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

**CARRIED**

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At 4:57 pm, the Council in Closed Session returned to Open Session.

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**20 REPORT OF CONFIDENTIAL RESOLUTIONS**

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

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**21 CONCLUSION OF MEETING**

The meeting concluded at 4:58 pm.

This is the final page of the minutes comprising 24 pages numbered 1 to 24 of the Ordinary Council Meeting held on Tuesday, 20 May 2025 and confirmed on Tuesday, 17 June 2025.



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MAYOR



## 7 DISCLOSURES OF INTERESTS

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

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

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

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

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

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

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The Council may, at any time, resolve to adopt multiple items of business, as recommended in the report, byway of a single resolution. The Chairperson must list the items of business to be adopted and ask Councillors to identify any individual items of business listed by the Chairperson that they intend to vote against the recommendation made in the Business Paper, or that they wish to speak on (13.2).

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## 10 MAYORAL MINUTE(S)

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

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

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

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

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

**Annexures:** **Nil**

#### MOTION

That Council:

- Note the report on the Meetings functions and events attended in an official capacity, by the Mayor and Councillors during the period 16 May 2025 through to 13 June 2025.

#### REPORT

Table 1: lists the Meetings, functions and events attended by the Mayor and Councillors during the period 16 May 2025 through to 13 June 2025:

Table 1: Meetings, Functions and Events attended by Mayor and Councillors	
Date	Function
Friday 16 May	Central West Recovery and Resilience Package, Community Leaders Forum, Microsoft Teams  <b>Mayor Neil Westcott and Acting General Manager Anthony McGrath</b>  <b>Apology: Kent Boyd</b>
Saturday 17 May	Historical Aircraft Restoration Society (HARS) Committee meet in Parkes with the Douglas DC3 "Hawden" (first TAA aircraft to fly a scheduled service in 1946 arrived in Parkes for the weekend)  Parkes Regional Airport  <b>Mayor Neil Westcott</b>
Sunday 18 May	Girls' CHS Hockey Opens Competition Presentation McGlynn Field Parkes  <b>Cr Louise O'Leary</b>
Monday 19 May	Arts Accessions Committee, Parkes Library  <b>May Neil Westcott and Cr Bill Jayet</b>

<p>Tuesday 20 May</p>	<p>Airport Development Advisory Committee Meeting, Council Chambers <b>Mayor Neil Westcott, Deputy Mayor Marg Applebee, Cr Doug Pout, Cr Joy Paddison</b> <b>Apology: Cr Bill Jayet</b></p> <p>Civic Risk Induction for the Councillors, Council Chambers <b>All Directors and Councillors</b></p> <p>NSW Environment Protection Authority (EPA) and Regional Growth NSW Development Corporation (RGDC) Presentation, Council Chambers <b>All Directors and Councillors</b></p> <p>Ordinary Council Meeting, Council Chambers <b>All Directors and Councillors</b></p>
<p>Wednesday 21 May</p>	<p>National Simultaneous Storytime, Parkes Library <b>Mayor Neil Westcott, Deputy Mayor Marg Applebee and Cr Bill Jayet</b></p>
<p>Thursday 22 May</p>	<p>Trundle Community Consultative Committee Meeting, Memorial Hall <b>Cr Joy Paddison</b></p>
<p>Friday 23 May</p>	<p>NSW Variety Bash, Bogan Gate Public school <b>Deputy Mayor Marg Applebee</b> <b>Apologies: Cr Louise O’Leary, Cr Doug Pout, Cr Glenn Wilson and Cr Joy Paddison</b></p>
<p>Monday - Wednesday 26 – 28 May</p>	<p>Detination and Visitor Economy Conference, Kingscliff <b>Cr Bill Jayet and Tourism and Visitor Services Coordinator Lisa Moon</b></p>
<p>Monday 26 May</p>	<p>Peak Hill Community Consultative Committee Meeting, AIF Hall <b>Cr Louise O’Leary</b></p>
<p>Tuesday 27 May</p>	<p>Central West Police District Awards Ceremony Uniting Church Orange <b>Deputy Mayor Marg Applebee and Cr Doug Pout</b> <b>Apology: Mayor Neil Westcott</b></p> <p>Lifeline Parkes Growth Room Event, League Club <b>Cr Kenny McGrath</b> <b>Apologies: Mayor Neil Westcott, Deputy Mayor Marg Applebee, Cr Joy Paddison and Cr Bill Jayet</b></p>

<p>Wednesday 28 May</p>	<p>Meals on Wheels Central West Conference, Parkes Services Club <b>Cr Doug Pout</b></p> <p>Audit, Risk and Improvement Committee Meeting, Committee Room <b>Deputy Mayor Marg Applebee</b> <b>Apology: Cr Joy Paddison</b></p> <p>Twin Green Health Care Official Opening, Parkes <b>Mayor Neil Westcott, Deputy Mayor Marg Applebee and Kent Boyd General Manager</b> <b>Apology: Cr Joy Paddison</b></p> <p>Southern Cross Care Visit, Parkes <b>Cr George Pratt</b></p>
<p>Monday 2 June</p>	<p>Local Roads Congress Program, Sydney <b>Mayor Neil Westcott and Director Operations Logan Hignett</b></p>
<p>Tuesday 3 June</p>	<p>Trundle Village Visit <b>Invited all Councillors and Directors</b> <b>Apologies: Cr Louise O’Leary, Cr Glenn Wilson and Cr Doug Pout and Cr M Scherer</b></p> <p>Councillor Workshop, Council Chambers <b>All Councillors and Directors</b> <b>Apology: General Manager Kent Boyd</b></p> <p>Confidential Extraordinary Council Meeting, Council Chambers <b>Invited All Councillors and Directors</b> <b>Apology: General Manager Kent Boyd</b></p>

<p>Wednesday 4 June</p>	<p>Advocacy Mayors Subcommittee Meeting, Central NSW Joint Organisation (CNSWJO), Microsoft Team <b>Mayor Neil Westcott</b></p> <p>Wiradjuri Meeting, Committee Room <b>Mayor Neil Westcott, Deputy Mayor Marg Applebee, Cr Doug Pout and Cr Louise O’Leary</b> <b>Apology: Cr Bill Jayet</b></p> <p>Cultural Grants Committee Meeting, Parkes Library <b>Deputy Mayor Marg Applebee and Cr Bill Jayet</b> <b>Apology: Cr Louise O’Leary</b></p> <p>The Mining and Energy related Councils (MERC) Association Ordinary Meeting, Parliament House Sydney, Microsoft Teams <b>General Manager Kent Boyd</b></p>
<p>Friday 6 June</p>	<p>Peak Hill Leisure Arts and Crafts 52<sup>nd</sup> Exhibition <b>Deputy Mayor Marg Applebee and Cr Louise O’Leary</b> <b>Apologies: Cr Doug Pout and Cr Bill Jayet</b></p>
<p>Saturday 7 June</p>	<p>Parkes Picnic Races, Parkes Racecourse <b>Mayor Neil Westcott and Deputy Mayor Marg Applebee</b></p> <p>Tullamore Centenary Show Gala, Tullamore Hall <b>Mayor Neil Westcott and Cr Glenn Wilson</b> <b>Apologies: Cr Louise O’Leary, Cr Joy Paddison and Cr Doug Pout</b></p>
<p>Sunday 8 June</p>	<p>Mr Perfect BBQ at Memorial Hill, Parkes <b>Cr George Pratt</b></p>
<p>Wednesday 11 June</p>	<p>Central NSW Joint Organisation - Managing Media Training Workshop, Orange <b>Mayor Neil Westcott and Deputy Mayor Marg Applebee</b></p> <p>Tullamore Community Consultative Committee Meeting, Bowling Club <b>Apology: Cr George Pratt</b></p>

Thursday 12 June	<p>Currajong Disability Biggest Morning Tea, Parkes</p> <p><b>Mayor Neil Westcott, Deputy Mayor Marg Applebee, Cr Doug Pout and Cr Joy Paddison</b></p> <p><b>Apologies: General Manager Kent Boyd, Cr Glenn Wilson, Cr Matthew Scherer, Cr Kenny McGrath, Cr Louise O’Leary, Cr Bill Jayet and Cr Louise O’Leary</b></p> <p>Christian School Year 1-2 History Class Presentation, Parkes</p> <p><b>Deputy Mayor Marg Applebee</b></p> <p>Rural Roads Advisory Committee, Tullamore Bowling Club</p> <p><b>Mayor Neil Westcott, Cr Louise O’Leary, Cr Kenny McGrath, Cr Glenn Wilson and Director Operations Logan Hignett</b></p>
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*Deputy Mayor Marg Applebee and Cr Doug Pout attended the Central West Police District Awards Ceremony.*



*Deputy Mayor Marg Applebee enjoying her time at the NSW Variety Bush.*



*Mayor Neil Westcott, Deputy Mayor Marg Applebee and Councillor Bill Jayet pictured driving the truck at the National Simultaneous Storytime with the Cat*





*Mayor Neil Westcott pictured with Bob De La Hunty from HARS at the Project and Flight. The Mayor had the opportunity to go for a trip in the Pictured DC3 Aircraft out to the Dish and North Parkes Mines.*



*Mayor Neil Westcott, Deputy Mayor Marg Applebee, General Manager Kent Boyd and Ken Keith celebrating the opening of Twin Green Health Care with their Staff.*



*Deputy Mayor Marg Applebee and Councillor Louise O'Leary enjoyed their evening at the Peak Hill Leisure Arts and Crafts 52<sup>nd</sup> Exhibiton.*



*Mayor Neil Westcott and Deputy Mayor Marg Applebee pictured with their partners Mrs Alison Westcott and Mr Luke Clyne looking lovely and enjoying their time at the Annual Parkes Races.*



*Councillor George Pratt enjoying his Sunday morning at the Mr. Perfect BBQ.*



*Mayor Neil Westcott, Deputy Mayor Marg Applebee, Councillor Joy Paddison and Councillor Doug Pout had a fun morning with everyone at Currajong Disability Biggest Morning Tea and had the opportunity to enjoy a delicious morning tea prepared by the staff and residents while raising funds for Cancer Council*



*Deputy Mayor Marg Applebee had the privilege of visiting and speaking to the Year 1-2 History Class at Parkes Christian School where she presented a slideshow of her role as a Deputy Mayor and answered their various questions about her role and about general topics relating to the Shire.*

**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:

1. Note the known upcoming meetings, functions and events for the Mayor and Councillors for the period 14 June 2025 to 12 July 2025.

### REPORT

*Table 1.* below, lists the upcoming meetings, functions and events requiring the attendance of the Mayor or Councillors in relation to community or civic matters during the period 14 June 2025 through to 12 July 2025:

Table 1: Known upcoming Meetings, Functions and Events for Mayor and Councillors	
Date	Function
June 16 June	Bogan Gate Community Consultative Committee Meeting Memorial Hall <b>Cr George Pratt</b>
Tuesday 17 June	Floodplain Committee Meeting, Committee Room <b>Mayor Neil Westcott, Deputy Mayor Marg Applebee, Cr George Pratt and Cr Glenn Wilson</b>  Economy, Destination and Events Advisory Committee Cooke Park Pavillion <b>Mayor Neil Westcott, Deputy Mayor Marg Applebee, Cr Doug Pout, Cr Bill Jayet, Cr Glenn Wilson, Cr Joy Paddison and General Manager Kent Boyd</b>  Community, Liveability and Access Advisory Committee Meeting Committee Room <b>Mayor Neil Westcott, Deputy mayor Marg Applebee, Cr Bill Jayet, Cr Doug Pout, Cr George Pratt and Cr Louise O'Leary</b>



	<p>Ordinary Council Meeting, Council Chambers</p> <p><b>All Councillors and Directors</b></p>
<p>Wednesday 18 June</p>	<p>Official Opening of CUC Centre, Parkes</p> <p><b>All Councillors</b></p> <p>Visit by Mr Jamie Chaffey MP</p> <p><b>All Councillors and Directors</b></p> <p>Quorn Solar Park site visit</p> <p><b>All Councillors and Directors</b></p>
<p>Thursday 19 June</p>	<p>Executive Certificate Election Program, Sydney</p> <p><b>Cr Joy Paddison</b></p> <p>The Parkes District Liaison Committee, Committee Room</p> <p><b>Cr George Pratt, Director Operations Logan Hignett, CFO Jaco Barnard and Executive Manager Finance Luke Nash</b></p>
<p>Friday 20 June</p>	<p>Special Readers Week, Trundle Children's Centre</p> <p><b>Deputy Mayor Marg Applebee</b></p> <p><b>Apology: Cr Joy Paddison</b></p>
<p>Monday 23 June</p>	<p>Peak Hill Local Aboriginal Land Council (PHLALC) Meeting, Peak Hill</p> <p><b>Mayor Neil Westcott, Deputy Mayor Marg Applebee and Cr Louise O'Leary</b></p> <p>Peak Hill Community Consultative Committee Meeting, AIF Hall</p> <p><b>Cr Louise O'Leary</b></p>
<p>Tuesday – Friday 24 – 27 June</p>	<p>National General Assembly (NGA), Canberra</p> <p><b>Deputy Mayor Marg Applebee, Cr Bill Jayet and Kent Boyd General Manager</b></p>
<p>Wednesday 25 June</p>	<p>NAIDOC Ceremony, Parkes Public School</p> <p><b>Mayor Neil Westcott and Cr Joy Paddison</b></p>
<p>Thursday 26 June</p>	<p>Trundle Community Consultative Committee Meeting, Memorial Hall</p> <p><b>Cr Joy Paddison</b></p>
<p>Friday 27 June</p>	<p>Executive Certificate Election Program, Sydney</p> <p><b>Cr Doug Pout</b></p>

Saturday 28 June	Waste 2 Art Exhibition Official Opening, Parkes Library <b>Mayor Neil Westcott and Deputy Mayor Marg Applebee</b>  Rotary Dinner, Parkes <b>Cr Kenny McGrath and Cr Glenn Wilson</b>
Tuesday 1 July	Councillor Workshop, Council Chambers <b>All Councillors and Directors</b>
Friday 4 July	Parkes High School Recognition Term 2 Assembly, Parkes <b>Cr Doug Pout and Cr Joy Paddison</b>
Wednesday 9 July	Tullamore Community Consultative Committee Meeting, Bowling Club <b>Cr George Pratt</b>

**Cr Neil Westcott**

MAYOR

**10.3 NATIONAL SIMULTANEOUS STORYTIME 2025****IP&R Linkage:** **Pillar:** Community**Goal:** Our community is creative, proud and has a strong sense of belonging.**Strategy:** Provide innovative library services that support social interaction and encourage lifelong learning.**Author:** **Cr Kerryn Jones****Annexures:**  
**A.** **Cr Jayet, Deputy Mayor Marg Applebee and Mayor Neil Westcott at the National Simultaneous Storytime event** [↓](#)  
**B.** **National Simultaneous Storytime Parkes Library** [↓](#)  
**C.** **National Simultaneous Storytime Peak Hill branch** [↓](#)

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**MOTION**

That Council:

1. Accept and note this Mayoral Minute

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**REPORT**

National Simultaneous Storytime, in its 25<sup>th</sup> year, was held at both Parkes and Peak Hill Libraries with Mayor Neil Westcott, Deputy Mayor Marg Applebee and CR Bill Jayet in attendance at the Parkes Library for the event.

On Wednesday 21 May over 2 million readers joined together on National Simultaneous Storytime (NSS) to read the same picture book, *The Truck Cat* at exactly 12:00pm. Now in its 25<sup>th</sup> successful year, it is a colourful, vibrant, fun event that aims to promote the value of reading and literacy, using an Australian children's book that explores age-appropriate themes, and addresses key learning areas of the National Curriculum for Foundation to Year 6.

Parkes and Peak Hill Library celebrated in style with live performances of the book with local preschools and schools invited to the Library to enjoy the event. Deb Jones expertly crafted a giant truck for Parkes Library while Peak Hill Library Branch Officer, Jodi Sant also replicated a cardboard truck for her Peak Hill audience.

Parkes Library have been participating in NSS for more than a decade now, getting bigger and better each year. This year more than 100 people attended the event in Parkes, and a further 30 people attended the event in peak Hill. National Simultaneous Storytime will always remain a highlight in the Library's calendar.

**Cr Neil Westcott**

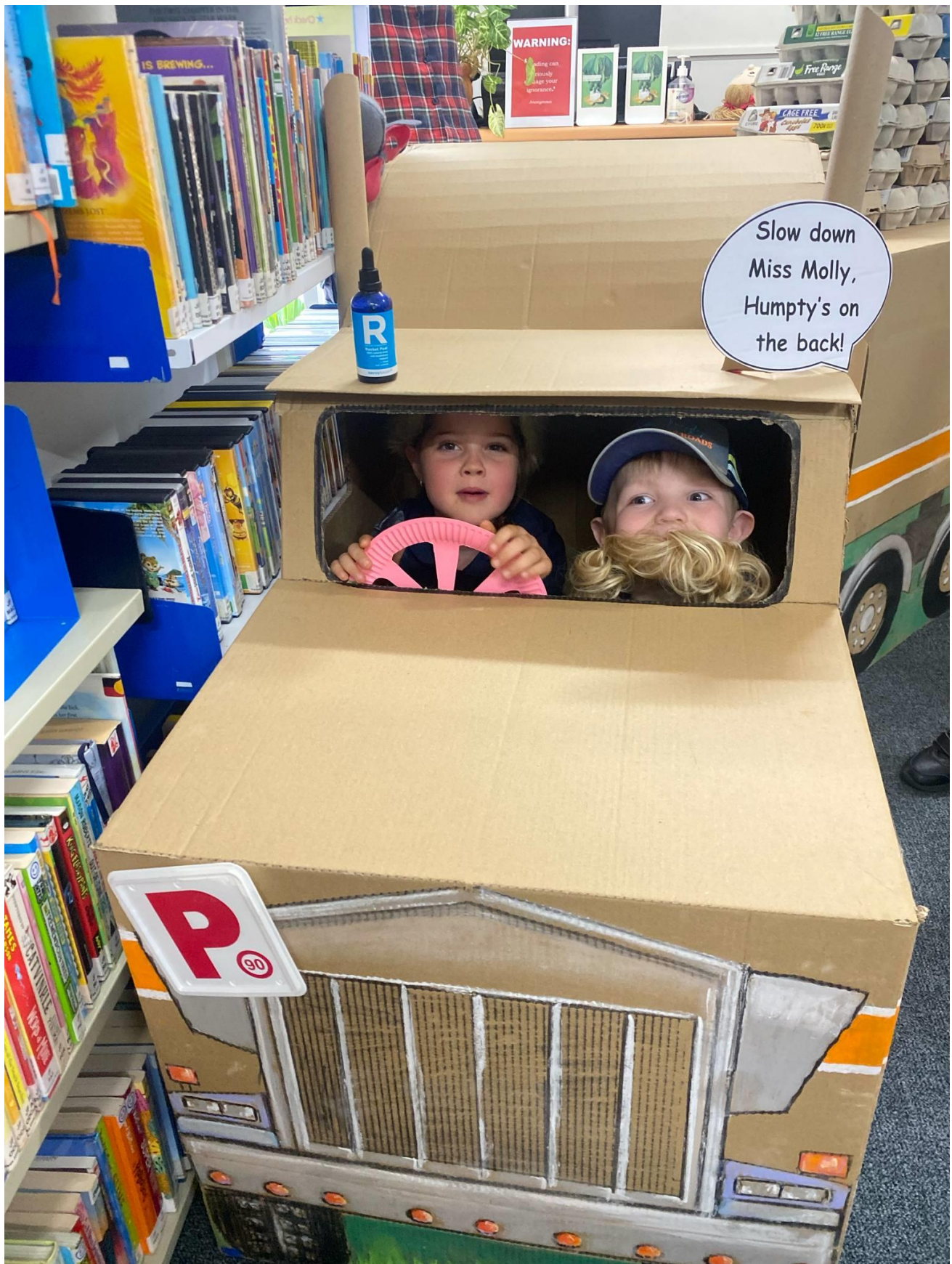
MAYOR











**10.4 CENTRAL NSW JOINT ORGANISATION (CNSWJO) BOARD MEETING - ORANGE ON 29 MAY 2025****IP&R Linkage:** **Pillar:** Leadership**Goal:** Our local government is contemporary, effective and efficient.**Strategy:** Ensure compliance with statutory requirements and ensure Parkes Shire Council's operations are supported by good corporate governance and effective risk management.**Author:** **Cr Neil Westcott****Annexures:** **A. CNSWJO Board Meeting Minutes from 29.05.2025** [↓](#)

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**MOTION**

That Council:

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

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**REPORT**

As I was unable to attend this meeting, the General Manager Kent Boyd attended the Central New South Wales Joint Organisation (CNSWJO) Board meeting in Orange on 29 May 2025.

See attached the Minutes from the meeting.

**Cr Neil Westcott**

MAYOR



**Report from the Mayor/Deputy Mayor/General Manager attending the Central NSW Joint Organisation Board meeting on 29 May 2025 in Orange**

**Recommendations**

**That Council note the report from the Mayor/Deputy Mayor/General Manager on the Central NSW Joint Organisation (CNSWJO) Board meeting on 29 May 2025 held in Orange.**

Please find following, advice from the recent meeting of the Central NSW Joint Organisation Board held in Orange on 29 May 2025. On the night before the Board and guests held a farewell for Ms Jenny Bennett who has been the Executive Officer of the CNSWJO, and Centroc before it, for 19 years. Ms Kate Barker will be the Interim Executive Officer as the Board recruits a new Executive Officer.

Delegates were welcomed to Orange by its Mayor, Cr Tony Mileto. Speakers to the Board meeting were Mr Martin Rush from Mining and Energy Related Councils and representatives from the NSW Reconstruction Authority.

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



*Image: The CNSWJO Board meeting at the Orange City Council Chambers*

**Forward budget**

The Board adopted its Statement of Budget and Revenue. It can be found on the [CNSWJO website](#). Considerations for the 2025/2026 budget include:

- taking up the rate peg increase of 3.8% for fees where this figure is the lowest rate increase in this region (Blayney);

- noting the decision by the Board to realise \$150K from internally restricted reserves to support the cyber security project;
- noting the Statement of Strategic Regional Priority (SSRP) will be finalised in November of this calendar year and changes to priorities will be funded in the budget;
- based on the pilot with Forbes Shire Council, growth in the service offering for the procurement function to include a “fee-for-service” procurement management service at a reasonable cost to members showing a conservative income stream of \$20K;
- inclusion of \$12,500 to support matching funding for energy projects;
- inclusion of grant funded projects for:
  - Disaster Readiness;
  - Joint Organisation Net Zero Acceleration Program; and
  - Water Loss Management.

### Advocacy

The impact of the significant number of renewable energy development across the region was a hot topic on the day. Not a single council in the Central West is in the so-called Central West and Orana Renewable Energy Zone (REZ). This means that all the support and funding that the communities in the REZ enjoy does not come to our communities. This is simply unfair and the Mayors of the region are working together to go for a better more equitable outcome.

Another area of significant concern is the Belubula Water Security Project. CNSWJO will support Central Tablelands Water as it seeks to get optimal outcomes for the region in water security.

Submissions seeking endorsement were:

- [Submission to the Inquiry into Infrastructure Needed to Support Electric and Alternate Source Vehicles – 1 May 2025](#)
- [Submission on the Draft Guidelines for QBRs – 18 April 2025](#)
- [Inquiry into the Impacts of the Water Amendment \(Restoring our Rivers\) Act 2023 on NSW regional communities – 14 April 2025](#)
- [Submission to the Roads Act 1993 Review – April 2025](#)
- [Submission to the Regional Consultation Guidelines – March 2025](#)
- [Response to the Natural Resource Commission on the review of the Lachlan Regulated River Water Source 2016 – 23 February 2025](#)
- [Submission Council Code of Meeting Practice Review – February 2025](#)
- [Central West Orana Strategic Regional Integrated Transport Plan – February 2025](#)

Media releases issues in the past quarter were:

- [Central NSW Councils Take Action on Disaster Preparedness with \\$743k in Funding – 20 May 2025](#)
- [Nuclear or not nuclear is the wrong question – 16 April 2025](#)
- [Federal Government’s aspirations for regional communities needs to just add water – 8 April 2025](#)
- [No relief in sight from the Federal Budget for cash strapped councils – March 2025](#)
- [CNSWJO urges member councils to encourage community feedback on Transport Plan – 20 February 2025](#)
- [Central West Orana Strategic Regional Integrated Transport Plan – February 2025](#)

- [Federal Candidate briefing in Central NSW – February 2025](#)
- [UN Youth Summit – February 2025](#)

### Feedback from the UN Youth Summit

Council will recall previous reports on the UN Youth Summit. The event was held on 26 March at CSU Bathurst. A full report is being drafted by UN youth which will be tabled at the UN in September.

A debriefing session was held on 9 April where it was agreed that more events of this type would be welcomed.



### Charles Sturt University Medical Scholarship Review

CNSWJO has a policy position recognising that growing our own health workforce, particularly doctors, is the most likely approach to tackling health workforce shortages. After a decade of advocacy supported by CNSWJO, Charles Sturt University (CSU) has opened a medical school.

The Board previously resolved to support three students from the first cohort on the proviso they were from this region. The scholarships were for 5 years and finished this financial year.

The students will complete their study this calendar year and reports from CSU have provided advice that this support has been invaluable, both as a help financially, but also as recognition that the region has for them. One student reported feeling accountable.

A final report was provided by CSU which was considered by the Board who subsequently resolved to

Thank you.

I cannot thank the Central NSW Joint Organisation enough for their generosity in sponsoring the scholarship to support three of our cohort through the five years of our degree.

Their support is much greater than financial, knowing that we are supported by an organisation is an enormous boost to confidence, and is a great source of comfort in some of the more challenging times.

I would also like to take this opportunity to thank the Central NSW Joint Organisation for its hard work and persistence in advocating for the Doctor of Medicine program at CSU over the past years, it is something I have been very aware of, and I am incredibly appreciative for the chance to study Medicine so close to my hometown.

continue with the program. Please request the report. Charles Sturt will be asked to track where these students work in the future.

Charles Sturt University has provided advice that these students will be graduating at the end of this calendar year. Advice will be provided to Council accordingly and Councillors are encouraged to attend to support this initiative.

The Board agreed to continue the sponsorship for a further 5 years for 3 more students.

### **Interim Report to the May Board meeting on recommendations for the Statement of Strategic Regional Priority from the Enduring Financial Sustainability Subcommittee**

At the direction of the Board, a subcommittee has been created to provide feedback on programming for this term of the Statement of Strategic Regional Priority (SSRP) to support Council enduring financial sustainability.

This includes consideration of advocacy in two areas. Firstly, for an efficiency dividend for Councils paid from the NSW Government recognising the time-wasting processes of the bureaucracy and its impacts on council resources and secondly for the use by NSW agencies of regulatory impacts statements with particular focus on regional impacts.

From an operational perspective, the Board will receive advice on existing and potential operational support for members in enduring council financial sustainability.

### **Operational support for Councils Highlights**

CNSWJO provides a substantial program of operational support to members through 15 regional operational teams of council staff, delivering a return on investment year-on-year of over 9:1 for membership fees. The teams across the region support staff in many areas ranging from water to roads to planning to HR, WHS and tourism. All teams have terms of reference and plans on a page. Please find advice from five of the region's teams following.

### **Regional Cyber Security Program Report**

The Regional Cyber Security Program (the Program) aims to support member councils in a foundational shift in how cyber risk is addressed across the region.



Recognising the shared nature of cyber threats, and the benefits of collective governance and resourcing, the Program delivers a unified approach that uplifts each council's capability while leveraging regional economies of scale. It responds directly to the [NSW Auditor-General's Report](#) into cyber security in local government and the Office of Local Government's Cyber Security Guidelines (OLG Guidelines).

### Ramnicu Valcea

Ramnicu Valcea (rarm-niku vul-ch-a) is known as hackerville, the most dangerous town on the Internet.

Hackers based in this town have raked in on average US \$1 billion annually.



*Figure 1 This slide is from a three-part training pack on improving cyber security safety for Council staff. Did you know there are communities for whom hacking is just a day job?*

The Program initiated with the appointment of Jordan Welden-Iley as the Chief Information Security Officer (CISO) in February 2025, and to date has developed governance, engaged councils establishing maturity baselines, developed resources and supported quick wins in cyber security uplift as members raise concerns about specific events.

### Regional Procurement and Contract Management

Delegates to the Board meeting noted the ongoing growth of the Regional Procurement and Contract Management Program with its corollary cost savings to member councils. There are currently 20 regional contracts available for use by members, with a further 13 under development.

### Transport

The Transport Technical Committee (TTC) is scoping a Regional Freight Strategy to address shared priorities such as freight route definition and network mapping, regional road hierarchy and design standards, alternate route analysis, integration of bridge integrity testing findings, link to CNSWJO Matrix projects and natural disaster resilience and recovery; supporting future planning, investment and advocacy. The project is likely to be delivered in-house with council-led GIS support. The timeline and scope are currently being finalised.

Transport for NSW is expected to release the Central West Orana Strategic Regional Integrated Transport Plan (CWOSRITP) and the Great Western Highway (GWH) Corridor Assessment by mid-2025. A CNSWJO briefing will be scheduled to coincide with the exhibition period, once confirmed. CNSWJO has submitted formal feedback advocating for stronger local input, predictable road funding, betterment investment, and improved multi-modal freight and workforce planning.



## Water

Over the past two decades, the CNSWJO's reputation in both operational and strategic water management has made it the go-to for government and other stakeholders seeking advice on the policy, strategic and regulatory framework for town water.

In 2025, CNSWJO program design and implementation are influencing state policy and program delivery with the design of tools to enable replication of programs elsewhere across the state including across portfolios.

The reputation of the CNSWJO and the Water Utilities Alliance (the Alliance) has led to the adoption of a more flexible partnership approach to funding and program delivery for water loss management (WLM) and water efficiency. This [partnership approach](#) has been adopted more broadly by the NSW Department of Climate Change, Energy, the Environment and Water's (DCCEEW) Water Efficiency Program team. Hopefully, the success of this partnership will see more fit-for-purpose regional program design and rollout and a move to incentivised project funding leveraging the collaborative power of Joint Organisations (JOs) across the water and other portfolios.

With the NSW Water Minister's support for co-design with the Local Water Utility (LWU) sector of the strategic framework for water management, CNSWJO staff, informed by the work of the Alliance, are often called on by DCCEEW and other stakeholders to participate in consultative processes. This includes sitting on DCCEEW's Skills and Training Focus Group and the Western NSW Council Reference Group formed to progress the Productivity and Equality Commission's (PEC) recommendations for Alternative Funding Models for Local Water Utilities. Where water and its management are the subject of ongoing reform, there is also a steady stream of requests for submissions at both the state and federal level.

## Energy

The announcement of JONZA Round 3 has been made (however the formal announcement is under embargo for now) in relation to an 18-month program has been provided internally within the NSW Department of Climate Change, Energy, the Environment and Water (NSW DCCEEW). A list of projects has been suggested for inclusion in the upcoming program, where applications closed on 30 May 2025. CNSWJO applied for this funding to continue the work being undertaken over recent years to support councils in emissions reduction.



### Water Advocacy

The CNSWJO has been working hard on progressing a number of strategic and advocacy priorities, including:

- Alternative Funding Models for Local Water Utilities (LWU)
- Belubula Water Security Project
- Fish River Wywandy Regional Water Strategy
- Macquarie - Castlereagh and Lachlan Regional Water Strategies
- Work with Charles Sturt University on productive water policy
- Local Water Utility Strategic Planning
- Work to validate the State Government's Water Conservation Cost-Benefit Guidelines



Through the strong collaborative relationship built with the Department of Climate Change Energy Environment - Water (DCCEEW) Water Efficiency team, phase two of the Water Loss Management and Efficiency Hub continues to leverage local expertise and the regional potential of Joint Organisations to ensure a fit-for-purpose regional program design and rollout.

An Expression of Interest has been lodged with the NSW Environment Protection Authority (EPA) for an landfill emissions education officer. The opportunity is funding to embed a resource within a Joint Organisation for a period of up to 18 months. This potential project aligns well with the recommendations from the CNSWJO Emissions Reduction Regional Opportunities Report, which is available on request, and also comes as a direct request from a member council for this support.

An opportunity has arisen regarding biodiversity insetting (as opposed to offsetting) with a program recently being announced under the Low Carbon Landscapes grant. Where General Managers received a presentation from NSW DCCEEW's Sustainable Councils at its May meeting, with interest expressed from Orange and Parkes Councils, this grant opportunity aligns well.

Work is near completion on the procurement process for the supply of electricity for small market sites showing good results which will be reported in due course and contracts are yet to be finalised. The Sponsoring General Managers of the energy priority have oversight of this project.

The Essential Energy network price list has recently been released where initial estimates suggest increases of 7-12%. Advice has been sought from Essential Energy in this regard. A report will be provided to GMAC detailing the increases where it will impact every site connected to an electricity meter.

### Value to Council

80% of CNSWJO resources are dedicated to providing its operational support program. For the 2023/2024 year this program delivered a return on investments of 9.3:1 for every dollar Council spends on its membership fees. This value is made up of grant income, monies saved through the CNSWJO procurement program and public relations value from its tourism marketing.

The work the region does in writing submissions, media, supporting projects and project teams, developing collateral and providing opportunities for members in various forums to represent their views is not included in the above figure of 9.3:1 ROI. However, this value is reported quarterly to the Board. Please go to the CNSWJO website to review past [Board agendas](#) or to review last year's [Annual Statement](#).



CNSWJO will be applying for funding under the LGP Capability Fund to facilitate workshops with non-procurement staff on Procurement 101 and also with local suppliers in how to respond to requests for quotations and tenders to ensure they have the best possible chance at winning work.



CNSWJO is leading a project to develop an interactive map to support EV drivers to travel around regional NSW with a focus on increasing spend through spontaneous tourism. Watch this space - a very exciting project!



Congratulations to the 20 staff from 7 councils who have completed the 'Depower and Reinitialise Battery Electric Vehicle (EV) and Hybrid EV' training course which enables them to conduct basic servicing of hybrids and EVs in-house

### Attachments

1. Draft Minutes of the CNSWJO Board meeting 29 May 2025

## Minutes of the Board meeting 29 May 2025 held in Orange

### Voting delegates

<b>Cr R Taylor</b>	Bathurst Regional Council	<b>Cr J Medcalf, OAM</b>	Lachlan Shire Council
<b>Cr B Reynolds</b>	Blayney Shire Council	<b>Cr S Ring</b>	Lithgow City Council
<b>Cr K Beatty</b>	Cabonne Council	<b>Cr A McKibbin</b>	Oberon Council
<b>Cr P Smith</b>	Cowra Shire Council	<b>Cr T Mileto</b>	Orange City Council
<b>Cr C Roylance</b>	Forbes Shire Council	<b>Cr P Best</b>	Weddin Shire Council

### Associate Member delegates and others attending

Mr N Southorn*	Bathurst Regional Council	Cr A Rawson	Central Tablelands Water
Mr M Dicker	Blayney Shire Council	Mr C Harris	Central Tablelands Water
Mr B Byrnes	Cabonne Council	Cr B Fry	CTWA
Mr P Devery	Cowra Shire Council	Mr J Gordon	RDACW
Mr R Jane*	Forbes Shire Council	Ms K Annis-Brown	NSW OLG
Mr G Tory	Lachlan Shire Council	Ms G Collins	NSW Premier's Dept
Mr R Gurney	Lithgow City Council	Ms J Bennett	CNSWJO
Mr G Wallace	Oberon Council	Ms K Barker	CNSWJO
Mr D Waddell	Orange City Council	Ms M Macpherson	CNSWJO
Mr K Boyd PSM	Parkes Shire Council	Ms J Webber	CNSWJO
Ms N Vu	Weddin Shire Council	Ms C Griffin	CNSWJO

\*Acting General Manager

Voting members in **bold**

Meeting opened at 10.00 am, Chaired by Cr K Beatty

### 1. Acknowledgement of Country

### 2. Apologies

Mr D Sherley, Mr S Loane OAM, Cr P Miller OAM, Cr N Westcott, Cr C Coleman

<b>Resolved</b>	<b>Cr C Roylance/Cr A McKibbin</b>
That the apologies for the Central NSW Joint Organisation Board meeting 29 May 2025 listed above be accepted.	

### 3. Conflicts of Interest

<b>Resolved</b>	<b>Cr B Reynolds / Cr P Smith</b>
No conflicts of interest were declared.	

### 4. Speakers

- NSW Reconstruction Authority – Ms Sarah Tasic, Mr Ken Harrison, Ms Beck Dawson (online), Ms Rhian Tough (online)
- Mining and Energy Related Councils (MERC) – Mr Martin Rush

### 5. Minutes

#### 6a Confirmation of the Minutes of the CNSWJO Board Meeting dated 27 February 2025 held in Oberon

<b>Resolved</b>	<b>Cr S Ring / Cr B Reynolds</b>
That the Minutes of the CNSWJO Board Meeting held 27 February 2025 held in Oberon were accepted.	

**6b Noting the Minutes of the CNSWJO GMAC Meeting held on 1 May 2025 in Orange**

<b>Resolved</b>	<b>Cr B Reynolds / Cr A McKibbin</b>
That the Minutes of the CNSWJO GMAC Meeting held on 1 May 2025 in Orange were noted.	

7. **Glossary** – noted.

**8. Business Arising from the Minutes - Matters in Progress**

<b>Resolved</b>	<b>Cr S Ring / Cr A McKibbin</b>
That the Central NSW Joint Organisation Board note the Matters in Progress, making deletions as suggested, and consolidate the 3 drought preparedness plans for the region and pass the information on to Portfolio Mayors.	

**9a Financial Report**

<b>Resolved</b>	<b>Cr C Roylance / Cr R Taylor</b>
That the Board note the Financial Report and	
1. note the correspondence from Local Government Procurement (LGP) in relation to the notice of change to the rebate scheme providing rebates back to councils rather than the JO;	
2. note the impact that the loss of rebate income will have to the JO budget and seek feedback from General Managers regarding this issue to inform a report to the Board.	

**9b Budget and Statement of Revenue 2025/2026 Report**

<b>Resolved</b>	<b>Cr R Taylor / Cr P Smith</b>
That the Board adopt the Budget and Statement of Revenue Policy 2025-2026.	

**9c Shared Audit Risk and Improvement Committee and Internal Audit Service Report**

<b>Resolved</b>	<b>Cr S Ring / Cr T Mileto</b>
That the Board note the Audit Risk and Improvement Committee (ARIC) and Internal Audit (IA) Service Report and	
1. agree to participate in the cross-JO Shared ARIC and Shared Internal Audit Service using the Hunter Joint Organisation model at an estimated annual cost of \$10-15K per year; and	
2. advise Hunter Joint Organisation accordingly.	

**9d Advocacy Report**

<b>Resolved</b>	<b>Cr P Smith / Cr C Roylance</b>
That the Board note the Advocacy Report and	
1. note the progress of the Portfolio Mayors and the Opt-in Advocacy Subcommittee; and	
a. note that through the Chair of the Country Mayors Association seek to invite Andrew Gee to the meeting in Orange on 12 June;	
b. seek to work with Mr Michael McCormack MP, Mr Jamie Chaffey MP and Mr Andrew Gee MP for the coordination of orange passes for the August meeting at Federal Parliament House;	
c. explore options for working more closely with the Duty Senator; and	
d. invite Mr Andrew Gee MP, Mr Michael McCormack MP, Mr Jamie Chaffey MP, Senator Deborah O'Neill and Minister Catherine King to the August meeting;	
e. endorse the following regarding the Belubula Water Security Project	
i. a memo be drafted for the Board in relation to the Belubula Water Security Project under the hand of the Chair;	
ii. coordinate a delegation of Mayors to meet with the Minister in Sydney in relation to the Belubula Water Security Project and other water security issues;	
iii. provide briefing notes to the delegation for information into the meeting; and	
iv. provide a letter of support from the Board in regard to the Belubula Water Security Project to CTW for their meeting with the Minister;	

- f. the actions from the meeting with Mayors and General Managers regarding the opportunities and challenges for councils regarding large renewable energy generation be progressed, notably:
  - i. develop a lessons learned document which will include case studies from member councils focused on the areas noted in the report; and
  - ii. follow-up with key influencers;
2. at an appropriate time, after to the publication of the draft Great Western Highway Corridor Strategy (white paper), engage with Blue Mountains and Western Sydney councils with regards to the safe, swift and secure link between Central NSW and Sydney;
3. approve the CNSWJO Matrix Regional Priority Projects Review Policy;
4. endorse the following submissions that have been lodged:
  - a. Inquiry into Infrastructure Needed to Support Electric and Alternate Source Vehicles;
  - b. Draft Guidelines for QBRS;
  - c. Impacts of the Water Amendment (Restoring our Rivers) Act 2023 on NSW regional communities;
  - d. Roads Act 1993 Review;
  - e. Regional Consultation Guidelines;
  - f. Natural Resource Commission on the review of the Lachlan Regulated River Water Source 2016;
  - g. Council Code of Meeting Practice Review; and
  - h. Central West Orana Strategic Regional Integrated Transport Plan

**9e Interim Report to the May Board meeting on recommendations for the Statement of Strategic Regional Priority from the Enduring Financial Sustainability Subcommittee**

<b>Resolved</b>	<b>Cr C Roylance / Cr B Reynolds</b>
<p>That the Board note the Interim Report to the May Board meeting on recommendations for the Statement of Strategic Regional Priority from the Enduring Financial Sustainability Subcommittee and;</p> <ol style="list-style-type: none"> <li>1. amend the Statement of Strategic Regional Priority FROM           <ol style="list-style-type: none"> <li>1.1 Drive efficiencies and effectiveness saving Councils money TO</li> <li>1.1 Drive efficiencies and effectiveness saving Councils money in the context of enduring Council financial sustainability;</li> </ol> </li> <li>2. monitor the state and federal government responses to inquiries in council financial sustainability advocating for better outcomes for members and leveraging opportunities as directed by the Board;</li> <li>3. develop advice for Board consideration for advocacy purposes on           <ol style="list-style-type: none"> <li>a. an efficiency dividend for Councils paid from NSW Government recognising the time-wasting processes of the bureaucracy and its impacts on council resourcing; and</li> <li>b. the use by NSW agencies of regulatory impacts statements with particular focus on regional impacts;</li> </ol> </li> <li>4. seek advice from members on the need for development and delivery of tailored training for Councillors in financial management;</li> <li>5. provide support to Councils on reporting Nice to Haves, Have to Haves and rates as a % of total income to help build a better understanding of Council finances in the community; and</li> <li>6. develop advice for the Board on existing and potential operational support for members in enduring council financial sustainability</li> </ol>	

**9f Statement of Strategic Priority Review Progress Report**

<b>Resolved</b>	<b>Cr S Ring / Cr J Medcalf</b>
<p>That the Board note the Statement of Strategic Regional Priority (SSRP) Review Progress Report and</p> <ol style="list-style-type: none"> <li>1. adopt the Evaluation Plan;</li> <li>2. note the recommended minor changes in wording of the strategic priorities for 1.1, 1.3 and 7.1.2;</li> <li>3. note the progress of consultation with State agencies;</li> </ol>	



4. ask the Opt-in Advocacy Mayors to monitor progress including advice from State agencies; and
5. adopt the report from the 11 March workshop with Councils.

**9g Policy for Service Provision for Neighbouring Councils Report**

<b>Resolved</b>	<b>Cr T Mileo / Cr A McKibbin</b>
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That the Board note the Policy for Service Provision for Neighbouring Councils Report and adopt the policy accordingly with review in November 2025.

**9h Regional Cyber Security Program Report**

<b>Resolved</b>	<b>Cr B Reynolds / Cr P Best</b>
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That the Board note the Regional Cyber Security Program Report and note that a presentation on strategy and implementation including Cyber Central will be provided to GMAC and the Board.

**9i Regional Procurement and Contracts Report**

<b>Resolved</b>	<b>Cr B Reynolds / Cr A McKibbin</b>
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That the Board note the Procurement Report and;

1. approve a 50/50 split of contract management fees from new contracts identified by the Transport Technical Committee between the JO procurement budget line and a newly created Regional Transport Projects budget line, noting any existing or renewed transport-related contracts already in place are not included in this approach; and
2. approve the updates to the procurement plan.

Cr B Fry declared an interest in the CSU report, however is not a voting member.

**9j Charles Sturt University Medical Scholarship Review**

<b>Resolved</b>	<b>Cr J Medcalf / Cr R Taylor</b>
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That the Board note the review of the Charles Sturt University Medical Scholarships (CSU) Program and

1. note that the first cohort of three students will complete medical degrees this calendar year;
2. note that the scholarship was integral to the completion of the three students' success;
3. continue funding three new students at \$6K per annum for the next 5 years for a total of \$90,000 or \$18,000 per annum;
4. ask CSU to track the extent to which their student cohort, particularly the CNSWJO scholarships students, work in medicine in this region;
5. encourage members to attend the graduation ceremony at a date to be advised in December of this year; and
6. write to the scholarship recipients to congratulate and wish them well.

**9k Regional Resilience Program**

<b>Resolved</b>	<b>Cr T Mileo / Cr R Taylor</b>
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That the Board note the Regional Resilience Program report and;

1. endorse the Integrated Preparedness Project Plan for the Disaster Ready Fund Round 2 project;
2. note a regional application has been submitted to the Disaster Ready Fund Round 3; and
3. amend the Risk Register to include item 61 and monitor accordingly.

**9l Regional Transport Report**

<b>Resolved</b>	<b>Cr A McKibbin / Cr B Reynolds</b>
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That the Board note the Transport Report and;

1. note that the Transport Technical Committee is progressing the preparation work for the development of a Regional Freight Strategy in-house; and
2. note that the Integrated Preparedness project, funded through Disaster Ready Fund Round 2, has commenced and aligns with the work of the Transport Technical Committee.

**9m Regional Water Report**

<b>Resolved</b>	<b>Cr C Roylance / Cr R Taylor</b>
That the Board note the Regional Water Report and note the engagement of the CNSWJO Water Utilities Alliance in the co-design of a pilot to test the impact of the Alliance model on the Community Service Obligations / Basic Levels of Service approach for Western NSW councils.	

**9n Regional Energy Program Report**

<b>Resolved</b>	<b>Cr B Reynolds / Cr C Roylance</b>
That the Board note the Regional Energy Program Report and	
1. note the inclusion of Mr Gary Wallace as a Sponsoring General Manager for the energy priority;	
2. approve the submission of an application for the Joint Organisation Net Zero Accelerator (JONZA) Round 3 program through NSW Department of Climate Change, Energy, the Environment and Water's (NSW DCCEEW's) Sustainable Councils program;	
3. endorse CNSWJO's Expression of Interest application to the Environment Protection Authority (EPA) for an emissions education resource;	
4. approve a regional application under the NSW DCCEEW Low Carbon Landscapes program for a biodiversity inseting project;	
5. advice be provided to councils on the increases in Essential Energy's network charges;	
6. endorse the proposed expansion of the Southern Lights Group to include energy and network security, where an increased member base is being sought from other Joint Organisations;	
7. continue to be heavily involved in a cross-regional approach with other JOs for advocacy in streetlighting and energy network security and note that \$10k per year from the energy project budget line already approved will fund CNSWJO's contribution;	
8. approve a silver sponsorship for the Regional Development Australia Central West Circular Futures Forum of \$5k for its September event.	

**9o Quarterly Review of the Central NSW JO Strategic Plan and Statement of Regional Strategic Priority 2022-2025**

<b>Resolved</b>	<b>Cr T Mileto / Cr A McKibbin</b>
That the Board note the Quarterly Review of the Central NSW JO Strategic Plan and Statement of Regional Strategic Priority 2022-2025.	

CNSWJO staff and non-member representatives left the room.

**10 Resolve into Confidential Committee of the Whole**

<b>Resolved</b>	<b>Cr S Ring / Cr J Medcalf</b>
That the Board	
1. resolve into closed session to consider business identified, together with any late reports tabled at the meeting.	
2. Pursuant to section 10A(1)-(3) of the Local Government Act 1993, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of section 10A(2) as outlined above.	
3. Correspondence and reports relevant to the subject business be withheld from access.	

**10a Resignation of the Executive Officer Report**

<b>Resolved</b>	<b>Cr S Ring / Cr C Roylance</b>
That the Board note the Resignation of the Executive Officer Report and	
1. appoint Ms Kate Barker as Interim Executive Officer (EO) for up to 12 months, commencing 30 May 2025;	
2. make provision for appropriate resources to be provided for backfilling of staff positions;	
3. note the EO and Interim EO have two weeks cross-over post the May Board meeting;	
4. note that an external party is required for recruitment;	



5. authorises the Chair to undertake all necessary steps to commence a recruitment process for an Executive Officer with a report to be provided to the Joint Organisation within an appropriate timeframe;
6. acknowledge the high level of service Jenny Bennett has provided over the years to the Joint Organisation and Centroc and wish her well for the future;
7. note the interim organisational structure;
8. note that all existing EO delegations will be resumed by Kate Barker while in the Interim EO position;
9. terminate Jenny Bennett's credit card from 12 June 2025;
10. increase the limit of Kate Barker's credit card to \$8k with a review once a new EO appointed;
11. terminate Jenny Bennett's access as a signatory on the CNSWJO bank accounts from 12 June;
12. add Meredith Macpherson as a co-signatory on the CNSWJO bank accounts and setup online banking access; and
13. update the delegations register to include Meredith Macpherson as a payroll approver and amend the payroll process as required;
14. facilitate the offboarding process for Jenny Bennett including removing access to systems; and
15. the EO's vehicle to be retained by the JO as an additional pool vehicle for staff in Orange/Bathurst, noting it has been fully depreciated.

CNSWJO staff and non-member representatives left the room.

#### **11 RDA Central West Report**

<b>Noted</b>
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That the Board note the Report provided by Regional Development Australia Central West.
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#### **12 NSW Premier's Department Report**

<b>Noted</b>
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That the Board received a verbal report by NSW Premier's Department.
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#### **13 NSW Office of Local Government (OLG) Report**

<b>Noted</b>
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That the Board note the report provided by NSW Office of Local Government.
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#### **14. Late Reports**

Nil.

#### **15. Matters raised by Members**

- Blayney – MERC presentation
- Blayney – PFAS

#### **16. Speakers to the next meeting**

##### **July meeting**

- National Farmers Federation
- Regional Australia Institute

##### **Future meetings**

- Ms Kate Lorimer Ward – Local Land Services
- Mr Ian Smith – NSW Department of Primary Industries and Regional Development
- Mr Ashley Albury - EnergyCo
- Ms Kristanne Anderson – NSW Department of Climate Change, Energy, the Environment and Water re regional water strategies

- Ms Kate McMullen – Homes NSW
- Western Region Academy of Sport (WRAS)
- Biosecurity Commissioner

**17. Dates for the next meeting**

- 30 July 2025 – Canberra, followed by the meeting with Ministers at Federal Parliament House on 31 July 2025
- 12 November 2025 – Sydney, followed by the meeting with Ministers at NSW Parliament House on 13 November 2025

**Meeting closed at 1.42pm**

Page 7 is the last page of the Central NSW Joint Organisation Board meeting minutes of meeting of 29 May 2025 held in Orange.

**10.5 CENTRAL NSW JOINT ORGANISATION - FAREWELL TO EXECUTIVE OFFICER JENNY BENNETT****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**

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**MOTION**

That Council:

- 1) Note the Mayoral Minute.
- 2) Thank Ms Jenny Bennett for her significant contribution to the Central West including CENTROC and CNSWJO.
- 3) Endorse a letter to Ms Jenny Bennett signed by all Councillors to thank her and wishing her well in retirement.

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**REPORT**

I would like to take the time on behalf of Parkes Shire Council, to acknowledge Ms Jenny Bennett, the Executive Officer of the Central NSW Joint Organisation. Ms Bennett has officially retired and has been a dear friend to Parkes Shire Council.

Ms Jennifer Bennett ('Jenny'), was the Executive Officer of the Central NSW Joint Organisation (CNSWJO) and she has devoted 20 years of leading, supporting and motivating staff and councillors across 11 Central NSW councils, including Parkes Shire Council to develop strategies, policies, services and activities that deliver outcomes for the region and the state.

After serving as a Councillor on Mudgee Shire Council (1999 to 2004), Jenny then successfully led the Central NSW Regional Organisation of Councils (Centroc) as its Executive Officer from 2006, taking on her current position as Executive Officer of the Central NSW Joint Organisation in 2018.

The CNSWJO, like its predecessor Centroc, has a strong reputation as a leader in the state influencing policy and delivering outcomes across a broad range of complex portfolios including water, health, transport, infrastructure, energy, planning and disaster resilience to name a few.

Leading the State's network of Joint Organisations, Jenny's influence extends beyond the Central NSW region to deliver outcomes for the whole of regional NSW. She is often the first port of call for councils, other Joint Organisations and state agencies for advice and input on strategy, policy and programming to meet the needs of regional NSW.

Through two droughts, increasing challenges from climate variability and pressures from the current political, social and economic environment, Jenny tirelessly advocated for the needs of the Central NSW region with policy makers, legislators, decision makers, investors and anyone who can advance the interests of the region.

Jenny is an asset to local government. Her qualifications include a Bachelor of Arts, project management and she is a Graduate of the Australian Institute of Company Directors (GAICD). She is also a member of the International Association for Public Participation which has informed her collaborative approach and appreciation for the value of collective action to deliver outcomes.

Whilst Jenny was the Executive Officer of the Central NSW Joint Organisation, she had grown the organisation from four staff to a team of four staff to a team of ten staff.

Our CNSWJO is the best within the State, and this is down to Jenny's dedication. Jenny developed a regional team model which has grown to support Council staff in training, water, transport, net zero, disaster resilience, corporate services, fleet, IP&R, HR, IT & Cyber security, tourism, building surveying and planning.

The governance model ensures that staff and regional projects have buy-in and support from the top. The regional team model includes sponsoring general managers and portfolio mayors for each of the JO's strategic priorities.

Jenny led and facilitated Central NSW councils' collaborations with key stakeholders influencing plans and strategies for the region including:

- 2009 Centroc Water Security Study – winning an Australian Engineering Excellence award
- 2015 Regional Infrastructure Review and Assessment: Decision Making Matrix
- 2016 Central West and Orana Regional Plan 2036
- 2017 Draft Future Transport 2056 Strategy
- 2021 Macquarie, Lachlan Regional Water Strategies
- 2021 Town Water Risk Reduction Program
- 2023 Business Case on the Nexus Between Energy Security and Emissions Reduction.

Council has successfully participated in the exhaustive list of aggregated procurements that the CNSWJO has run for its members councils to ensure value for money and increased buying power. The CNSWJO procurement program alone has delivered close to \$1.9m in cost saving for the 2024/25 YTD through regional contracts.

On behalf of Parkes Shire Council, I would like to sincerely thank Jenny for her fearless leadership and her significant contribution to the Central West. Both General Manager Kent Boyd and I attended Jenny's farewell event on 28 May 2025 to thank Jenny personally and provide our sincere gratitude to Jenny and wished her well in her retirement.



*Mayor Kevin Beatty (Cabonne Council), Jenny Bennett (CNSWJO) and General Manager Kent Boyd attending Jenny Bennett's farewell in Orange on 28 May 2025.*



**Cr Neil Westcott**

MAYOR

**10.6 2025 LOCAL ROADS CONGRESS - 2 JUNE 2025****IP&R Linkage:** **Pillar:** Leadership**Goal:** Our local government is open, accountable, and representative.**Strategy:** Advocate and provide strong representation for our community at the regional, state, and federal levels.**Author:** **Cr Neil Westcott****Annexures:** **A. 2025 Local Roads Congress Communiqué** [↓](#)

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**MOTION**

That Council:

1. Receive and note the information about the Local Road Congress on 2 June 2025.
- 

**REPORT**

I had the pleasure of representing Council, along with Logan Hignett at this year's state's Local Roads Congress at the NSW Parliament House in Sydney. This year's theme focused on "Reflect, Rethink, Resolve" with discussions and presentations which will inform the advocacy and focus of the Roads and Transport Directorate over the next 12 months.

A full overview of what was discussed is included in the 2025 Local Roads Congress Communiqué attached at *Annexure A*.

**Cr Neil Westcott**

MAYOR





Over 115 delegates, encompassing council executive staff, mayors, and elected council officials gathered with State Government Ministers and Shadow Ministers at NSW Parliament House on 2nd June 2025 to attend the 2025 Local Roads Congress. The discussions and presentations from the Congress inform the advocacy focus of the Roads & Transport Directorate over the next 12 months which is outlined in this communiqué.

**2025 LOCAL ROADS CONGRESS COMMUNIQUÉ**  
*REFLECT, RETHINK, RESOLVE*

The NSW Roads and Transport Directorate (RTD), a joint initiative between Local Government NSW (LGNSW) and the NSW Division of the Institute of Public Works Engineering Australasia (IPWEA NSW and ACT), is pleased to present the 2025 Local Roads Congress Communiqué.

Under the theme of 'Reflect, Rethink, Resolve', congress delegates identified the following list of recommendations as key priorities for Local, State and Federal governments to improve the NSW local road network.

### **NSW Local Government**

The Congress supports a commitment from NSW Local Government to:

- i. Develop and implement integrated network plans for the local road network, aligned to federal, state and regional plans, and considering critical infrastructure, resilience, local transport needs, asset and risk management, road safety, freight and delivery and operational programs.
- ii. Investigate AI technology solutions, as a means of improving the efficiency of road maintenance, road safety and natural disaster assessment activities.
- iii. Develop and align Asset Management Plans and Long-Term Financial Plans that fully incorporate service levels, lifecycle costs, and risk.
- iv. Provide a register of high-risk bridges to the IPWEA (NSW & ACT) Roads and Transport Directorate.
- v. Adopt a holistic approach to local road safety, including integrating road safety considerations into asset and risk management plans, community strategic plans, as well as design standards and specifications.
- vi. Prioritise funding of local road infrastructure to address the current annual shortfall and improve the condition of road assets.

### **NSW Government**

The Congress calls on the NSW Government to:

- i. Review the Fixing Local Roads Program with an annual allocation aligned to the Roads to Recovery distribution formula to provide greater certainty and allow improved short-medium term infrastructure planning by NSW Local Government.
- ii. Fund an additional round of the Fixing Country Bridges program to support NSW councils in removing the risk of ageing timber bridges on the local road network.
- iii. Explore funding options to support councils in replacing ageing causeways and concrete, steel and composite bridges.
- iv. Review the linkages between council long term financial plans and asset management plans and develop new guidelines to support greater alignment between these plans. This review is to be undertaken by the Office of Local Government, supported by their expert advisory panel.



**2025 LOCAL ROADS CONGRESS COMMUNIQUÉ**  
*REFLECT, RETHINK, RESOLVE*

- v. Ensure council asset managers are represented on the Office of Local Government's expert advisory panel convened to assist in reforming council infrastructure funding.
- vi. Support the implementation of integrated network plans by Local Government which are aligned to federal, state and regional plans, and consider critical infrastructure, resilience, local transport needs, asset and risk management, road safety, freight and delivery and operational programs.
- vii. Provide incentives for local government to adopt AI solutions for road maintenance activities, leading to earlier intervention and an overall improvement in operational efficiency.
- viii. Ensure natural disaster funding arrangements allow resilience improvements to be included as a part of restoration works and provide dedicated funding for proactive betterment works to improve the overall resilience of the network.
- ix. Review the draft road recategorisation framework to ensure that the criteria used for assessment are applicable across all regions of NSW, and ensure councils have a right of refusal to the transfer of state road assets.
- x. Recognise the shared responsibility for road safety by all road authorities in NSW in the review of the NSW Roads Act and provide funding to support local government road safety initiatives, whilst ensuring councils are not exposed to additional liability.
- xi. Provide clearer delegation of authority for NSW councils as part of the Roads Act Review, providing councils greater freedom to make decisions in relation to the roads they manage, such as the reduction of speed limits.
- xii. Collaborate with NSW councils to prepare the local road network for the transition to zero emission vehicles and Connected and Automated Vehicles (CAVs), including support for infrastructure upgrades and ongoing maintenance costs.
- xiii. Urgently address the management and enforcement of e-mobility devices.
- xiv. Strategically deploy state government funding to ensure sustainable resourcing and delivery by councils and to avoid oversaturating the market.
- xv. Legislate the coordination of works between councils and utility providers.

## **Australian and NSW Government**

The Congress calls on the Australian and NSW Governments to work together with NSW Local Governments to address the following:

- i. An increase in base funding support for Local Government to address the current funding shortfall of road assets, and a corresponding reduction in individual competitive grants.
- ii. Develop a proactive long-term strategy to address the skills shortage in Local Government professional engineers and other infrastructure workers, including support for the development of local capacity.
- iii. The NSW Reconstruction Authority (RA) and National Emergency Management Agency (NEMA) to collaborate to streamline natural disaster funding and assessment requirements, including a maximum limit of 6 months to finalise agreements or claims from councils.
- iv. Reduce cost shifting to local governments, particularly those associated with the provision and ongoing care of local road assets servicing large-scale economic generators and state significant developments.
- v. Align grant funding processes to accommodate council timelines and priorities and develop consistent definitions for metropolitan and regional classifications.

## **Australian Government**

The Congress calls on the Australian Government to:

- i. Increase the annual Roads to Recovery Program allocations to align with the construction cost index and the growth in the road asset base, ensuring funding levels are maintained in real terms.
- ii. Revise the Roads to Recovery funding conditions to include the development of integrated network plans, aligned to federal, state and regional plans, and considering critical infrastructure, resilience, local transport needs, asset and risk management, road safety, freight and delivery and operational programs.
- iii. Ensure the program guidelines for the Safer Local Roads and Infrastructure Program allow for equal consideration of projects proposing to upgrade or replace bridges on the local road network.
- iv. Support collaboration between local councils, universities, and specialist research organisations into innovative technologies and practices to improve the management, resilience and overall condition of local road assets.
- v. Proactively engage with NSW Local Government and the Roads and Transport Directorate in implementing the National Service Level Standards on local roads, particularly in relation to the ongoing review of the NSW Roads Act.
- vi. Increase the Federal Assistance Grants to 1% of Commonwealth Tax Revenue and review the funding allocation.

**11 COUNCILLOR REPORT(S)****11.1 2025 LOCAL GOVERNMENT NSW DESTINATION AND VISITOR ECONOMY  
CONFERENCE HELD ON 26 - 28 MAY 2025**

**Author:** William Jayet, Councillor  
**Authoriser:** Kent Boyd PSM, General Manager  
**Annexures:** Nil

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**RECOMMENDATION**

That:

1. The Councillors note the contents of the report.

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It was my pleasure to attend the LGNSW Destination and Visitor Economy Conference in Kingscliff alongside Council's Tourism and Visitor Services Coordinator Lisa Moon, representing Parkes Shire Council.

The event brought together tourism professionals and local government representatives from across the state for valuable networking, the NSW Top Tourism Town Awards, and presentations from industry leaders.

Despite cost-of-living pressures, NSW continues to lead the nation with over 100 million visitors (96.8 million domestic and 3.7 million international) in the year to September 2024. These visitors stayed 224 million nights, up 9.3%, and spent \$52.9 billion, highlighting the continued strength and importance of tourism, especially for towns like Parkes with major attractions like The Dish and the Elvis Festival.

**Keynote Speakers**

A standout was Gus Balbontin, former Executive Director of Lonely Planet, who shared powerful insights on innovation, adaptability, and risk-taking. His keynote was energetic and inspiring, sharing insights into how destinations can embrace disruption and respond to rapid change with creativity and bold thinking.

Michael Rodrigues, NSW's 24-Hour Economy Commissioner, introduced new toolkits to help councils activate their night-time economy, valuable insight for Parkes as we plan for bypass-related changes. These resources have already been shared with our Economic Development Specialist.

Emily Collins from Sound NSW also offered inspiring ideas on using music and cultural events to enhance tourism. We recommend Council explore working with her team to support future concerts like those held at Cooke Park.

**Northern Rivers Rail Trail E-Bike Experience**

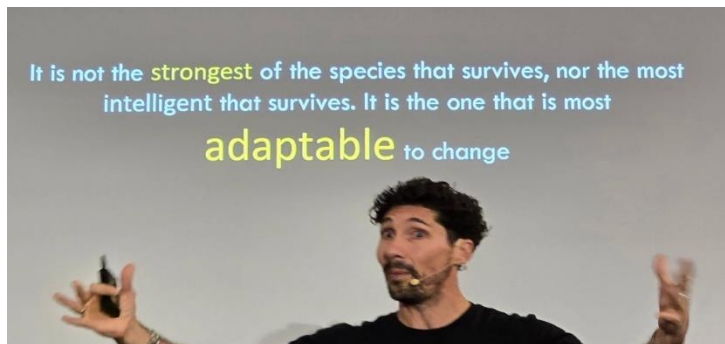
Lisa and I joined an 8.5km e-bike ride along a section of the newly created 132km long 'Northern Rivers Rail Trail'. Bike trails are growing so much in popularity - producing huge financial booms through increasing numbers of bike enthusiasts travelling throughout the state to participate in bike rides. Neither Lisa nor I had ridden a bike in over 20 years, but the e-bikes made it easy, and enjoyable (even with a small mishap on my end!). The experience highlighted how Parkes Shire Council are on the right track tapping into the growing cycling market.

Lisa enlightened me that we already have over 1,000km of gravel cycle tracks mapped out and being promoted across our shire, and our first bike ride event planned for 1 November with major cycling event company, Goodness Gravel. Lisa expressed that this ride gives us confidence in our direction and inspiration to enhance cycling as a tourism product for Parkes Shire. Stops along the way on our ride included Hosanna Farmstay and local cheesemakers, showing how even simple rural experiences can be strong visitor drawcards and it highlighted the opportunities that exist for farming communities to open up their properties that sit along our trails as possible stopovers for refreshments, etc.

### Final Thoughts

Tweed Shire Council were wonderful hosts. While Parkes didn't enter this year's Tourism Awards, I recommend we do so next year, there's much to gain in promotion, recognition, and benchmarking.

Overall, it was a terrific conference, a chance to support Lisa, show Council's commitment to tourism, and bring back ideas that can help shape our visitor economy moving forward.



*Parkes Shire Council representatives - Cr Bill Jayet and Lisa Moon*



*Award Winners at the conference - The Top Tourism Town Old Award went to Kiama, Huskisson won Gold in the Tiny Tourism Town category, Merimbula Gold in the Small Tourism Town section whilst locally Millthorpe won the NRMA People's Tiny Tourism Town Choice Award.*

Bill Jayet  
**COUNCILLOR**



**11.2 MEALS ON WHEELS CONFERENCE - PARKES 28 & 29 MAY 2025**

**Author:** Doug Pout, Councillor  
**Authoriser:** Kent Boyd PSM, General Manager  
**Annexures:** A. Parkes Host Regional Forum [↓](#)  
B. Network Support Team - support provided [↓](#)

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**RECOMMENDATION**

That:

1. Note the contents of the Councillor Report.
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**ISSUES AND COMMENTARY**

As Council's Representative for the Meals on Wheels (MOW) Committee I was invited to attend their Regional Conference which was held in Parkes on 28 and 29 May 2025 held in Parkes.

NSW Meals on Wheels employs staff with a title of "Network Support Staff" to assist and support services that have membership with NSW Meals on Wheels. Each Network Support Officer has a designated area to support Meals on Wheels services within the designated areas. The two that attended the Conference was the Central West/Orana Far West and Riverina Murray areas.

For the Central West/Orana Far West we have services as far as Coonamble, Wentworth and Holbrook attending amongst many more. At the conference was also the current Network Support team available for members as well as two other persons outside of Meals on Wheels who also support the members and have a title of Specialist officers being Kim McLean-Ageing & Sector Support Coordinator and Andrea Kurta- SSD CHSP Engagement officer.

The conference covered an array of speakers who discussed topics that will support them in their individual business moving forward into the future. This allows for personal growth to gather information to take back to their individual businesses.

As this is a combined Regional Conference it also gives people the opportunity to network, meet colleagues face to face and build new relationship.

The CEO, Les MacDonald, who will be retiring this year after 20 years and our Deputy CEO Claudia Odello, will be stepping into his role from July this year. This gave the opportunity for all Meals on Wheels staff to personally wish him well for his work over the years as well as for him to give his well wishes into the future of all Meals on Wheels services.

Attached to this report is a short list of the types of support that Network Support Officers provide to their members. Also is the Newsletter following the Conference.

My speech to the Conference was as follows:

*Good morning everyone, I'm Councillor Doug Pout, and it's a pleasure to be here today representing Parkes Shire Council.*

- I'd like to begin by acknowledging the Traditional Custodians of the land on which we meet today and pay my respects to Elders past and present.*
- I extend that respect to any Aboriginal or Torres Strait Islander people joining us today.*
- It's my honour to welcome you all to this combined Regional Meals on Wheels Conference, which brings together two major regions - Central West/Orana Far West and Riverina Murray.*



- *Today we welcome services from far and wide, including Coonamble, Wentworth and Holbrook, and many more.*
- *This conference is a wonderful opportunity to hear from inspiring speakers, share knowledge, and gather tools to help strengthen your services into the future.*
- *A special thank you to Meals on Wheels NSW for providing this platform to connect.*
- *I'd like to take a moment to acknowledge the incredible work of the Network Support Staff, the team behind the scenes supporting the services who are members of NSW Meals on Wheels.*
- *Each Network Support Officer is assigned to a specific area, providing guidance and hands-on assistance with everything from assisting with planning and development, to quality reviews, training, policy, grants, compliance, and food safety, their role in supporting services across the state cannot be understated.*
- *I'd like to extend a heartfelt thank you to NSW Meals on Wheels for hosting this important gathering. It's more than just a conference, it's an opportunity to connect face-to-face, build relationships, and support one another in the incredible work you do.*
- *I'd also like to acknowledge a significant moment for the organisation - as CEO Les MacDonald prepares to retire after 23 Years Leadership and Service.*
- *On behalf of Parkes Shire Council, thank you Les for your dedication and tireless work in leading Meals on Wheels NSW.*
- *And congratulations to Claudia Odello, who will step into the role of CEO from July. We wish you every success in this next chapter.*
- *Parkes Shire Council is proud to support the Meals on Wheels community, and the difference you make in the lives of thousands of people each day.*
- *Thank you all again for your commitment to your communities, and I hope you enjoy a rewarding and inspiring conference.*



*Pictured: Jamie Webb and Councillor Doug Pout with Elvis*

Doug Pout  
**COUNCILLOR**



## **Parkes Meals on Wheels Hosts Meals on Wheels NSW Regional Forum**

Parkes Meals on Wheels (MOW) opened its doors to the wider Meals on Wheels community last week, hosting the biennial Meals on Wheels NSW Regional Forum for the first time in the service's history. Held over two productive days at the Parkes Services Club, the gathering drew more than 50 in-person delegates—with an additional 39 participants tuning in via livestream—from as far west as Warren, north to the Central Coast and east to Sydney, and south to Wentworth on the Victorian border.

The opportunity to host the Forum arose at a 2024 service meeting in Canowindra, where staff member Jamie Webb and Board Member Carolyn Rice eagerly volunteered their hometown as the next venue. Doug Pout from Parkes Shire Council and Carolyn, officially welcomed participants to the Forum and thanked Meals on Wheels NSW for their support over the past 12 months to the Parkes Meals on Wheels service.

A diverse speaker line-up set the tone for the agenda. Retiring Meals on Wheels NSW CEO Les MacDonald delivered an opening address reflecting on his time as CEO. Presenters explored the upcoming Aged Care Act reforms, set to take effect from 1 July 2025. Marketing specialists and IT

consultants discussed digital tools designed to support service staff in their daily work, and service managers shared real-life success stories from their local programs. After a full day of engaging sessions, attendees enjoyed a relaxed evening meal at the Parkes Services Club.

The following morning featured additional presentations before the Forum wrapped up, with guests departing inspired and equipped with practical ideas to take back to their communities.

A big thank you to all the Board of Management who help welcome guests on arrival and supported the event.

## Network Support Team

- Assist Services with systems, planning and development
  - Advocate on behalf of services at both National and State level
  - Feedback of needs and 'unmet needs' to the Department of Health, ADHC and NDIA
  - Support with reform e.g. MAC, DEX, Careers Gateway and NDIS
  - Assist Service providers and clients to move to any new arrangements, including enabling consumer choice, and ensuring access to services for special needs groups
  - Research, assist and/or review grant application
  - Assistance and Support with Quality Reviews
  - Receive/Compile information for 12 x News for Services / 4 x Wintalyka yearly
  - Arrange Guest speakers for Food Forums and Network meetings
  - Link Services to each other or to services which may assist them or their clients
  - Maintain regular contact to ensure they are supported in their roles
  - Provide Management support
  - Advice on legislation and other general information as required
  - Industrial advice
  - Criminal Record checks
  - Support and train Committees/Boards in understanding their roles/responsibilities relevant to their funding arrangements
  - Promote NSW MOWA member services
  - Network with other services in areas (community Health, Medicare Locals, RAS, ACAT assessors and packaged care providers
  - Work in collaboration with CHSP development officers
  - Liaise and mediate with Services
  - Assist with policies and procedures
  - Write Policy and Procedures for services in Specific areas e.g. Media policy
  - Training or source / arrange training as required/requested e.g. Governance, WHS, New staff orientation or as required
  - Work Health and Safety information
  - Food Safety information and training
  - Source grants and/or funding
  - Encourage information sharing between the services
  - Provide Regional support for services
  - Provide operational support in emergencies
  - Provide onsite visits, consultations and training where and when required
  - Assist at Conferences, both State and National
  - Planning of Food Forum Service Reports
  - Attend Food Forums/Network meetings
  - Motivate and support service providers
  - Research and develop innovative models of service delivery and support
  - Interview panel participation
  - Provide operational support
  - Commit to regular training for the team and carryout ongoing research to keep us up to date and relevant
- We attend 59 food forums with ongoing support through site visits, consultations and training
- We produce 4 Wintalyka magazines, 12 News for Services and 52 Weekly Windups

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**12      REPORTS OF COMMITTEES**

<b>12.1      MINUTES OF THE ARTS ADVISORY COUNCIL MEETING HELD ON 20 MAY 2025</b>
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**IP&R Linkage:**      **Pillar:** Leadership

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

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

**Author:**            **Georgia Smith, Administration Officer**

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

**Annexures:**      **A.    Arts Advisory Council Meeting Minutes - 20 May 2025**

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**RECOMMENDATION**

That Council:

1.    Receive and confirm the Minutes of the Arts Advisory Council Meeting held on Tuesday 20 May 2025 appended at *Annexure A*.

# Arts Advisory Council Meeting

## Minutes

Tuesday 20 May 2025





**Minutes of the Arts Advisory Council Meeting**  
**Held on Tuesday, 20 May 2025 at the**  
**Parkes Committee Room, 2 Cecile Street, Parkes**

**Present:**

Cr Bill Jayet	Councillor
Cr Doug Pout	Councillor
Cr Joy Paddison	Councillor
Cr Louise O'Leary	Councillor
Margot Jolly	Chairperson
Irene Ridgeway	Artist
Janelle Faunt	Parkes Potters Group

**Council Officers in Attendance:**

Annalise Teale	Director Planning & Community Services (Acting)
Kerryn Jones	Manager Cultural, Education & Library Services
Georgia Smith	Minutes Secretary

**NOTES**

The meeting commenced at 5.29pm and concluded at 6.46pm.

## Order Of Business

<b>1</b>	<b>OPENING OF MEETING .....</b>	<b>4</b>
<b>2</b>	<b>ACKNOWLEDGEMENT OF COUNTRY.....</b>	<b>4</b>
<b>3</b>	<b>APOLOGIES .....</b>	<b>4</b>
<b>4</b>	<b>CONFIRMATION OF MINUTES .....</b>	<b>4</b>
	4.1 Minutes of the Arts Advisory Council Meeting held on 4 February 2025 .....	4
<b>5</b>	<b>DISCLOSURES OF INTERESTS .....</b>	<b>5</b>
<b>6</b>	<b>LATE BUSINESS .....</b>	<b>5</b>
<b>7</b>	<b>OFFICERS' REPORTS.....</b>	<b>5</b>
	7.1 Parkes Shire Council Cultural Centre Report .....	5
	7.2 Parkes Community Arts Inc.....	5
	7.3 Parkes Painting Group .....	5
	7.4 Parkes Potters Group.....	6
	7.5 Parkes Shire Concert Band .....	6
<b>8</b>	<b>OTHER BUSINESS .....</b>	<b>7</b>
<b>9</b>	<b>REPORT OF CONFIDENTIAL RESOLUTIONS .....</b>	<b>8</b>
<b>10</b>	<b>CONCLUSION OF MEETING.....</b>	<b>8</b>

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## 1 OPENING OF MEETING

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The Chairperson declared the Arts Advisory Council Meeting of Tuesday, 20 May 2025 open and welcomed Council Officials in attendance.

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## 2 ACKNOWLEDGEMENT OF COUNTRY

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The Chairperson read the following Acknowledgement of Country:

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

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

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## 3 APOLOGIES

Annette Witherow

Elly Tom

Cr Neil Westcott

Lisa Ramsay

Duncan Clement

Rhonda Redenbach

Sharon Degeling

## 4 CONFIRMATION OF MINUTES

<b>4.1 MINUTES OF THE ARTS ADVISORY COUNCIL MEETING HELD ON 4 FEBRUARY 2025</b>
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### RECOMMENDATION

That the receive and confirm the Minutes of the meeting held on Tuesday 4 February 2025 appended at *Annexure A*.

*Confirmed: Cr Doug Pout*

*Second: Cr Bill Jayet*

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## 5 DISCLOSURES OF INTERESTS

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

Nil interests were disclosed.

## 6 LATE BUSINESS

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

## 7 OFFICERS' REPORTS

### 7.1 PARKES SHIRE COUNCIL CULTURAL CENTRE REPORT

#### KERRYJON JONES PROVIDED AN UPDATE

##### DISCUSSIONS:

- Councillor O'Leary questioned if the Carrington hotel in Peak Hill was possible to hold future exhibitions.
- Kerryjon to look into this being a possibility.

##### RECOMMENDATION

That:

1. The committee receive and note this report.

*Moved to accept: Kerryjon Jones*

*Second: Cr Bill Jayet*

### 7.2 PARKES COMMUNITY ARTS INC

#### MARGOT JOLLY PROVIDED AN UPDATE

##### RECOMMENDATION

That:

1. The Committee receive and note this report.

*Moved to accept: Margot Jolly*

*Second: Cr Bill Jayet*

### 7.3 PARKES PAINTING GROUP

#### KERRYJON JONES PROVIDED AN UPDATE

##### DISCUSSIONS:

- The Committee was excited about the exhibition being held in Buchanan house which will run from Friday 19 September to Sunday 21<sup>st</sup> September, which will also include displays from the Parkes Potters group.

**RECOMMENDATION**

That:

1. The Committee receive and note this report.

*Moved to accept: Margot Jolly*

*Second: Irene Ridgeway*

**7.4 PARKES POTTERS GROUP****JANNELLE FAUNT PROVIDED AN UPDATE****DISCUSSIONS:**

- The Parkes Potters group AGM was held in April, with a new Committee elected.

**RECOMMENDATION**

That:

1. The Committee receive and note this report.

*Moved to accept: Janelle Faunt*

*Second: Bill Jayet*

**7.5 PARKES SHIRE CONCERT BAND****KERRYJON JONES PROVIDED AN UPDATE****DISCUSSIONS:**

- The Parkes Shire Concert band are on the lookout for an alternative facility, which will be more accessible.
- Councillor Bill Jayet questioned about the Sydney Youth Orchestra to come to Parkes for a show.
- Kerryjon to follow up.

**RECOMMENDATION**

That:

1. The Committee receive and note this report.
2. The Committee discuss the proposal of Council partnering with Music In The Regions at the next Committee meeting with Elly Tom's input.

*Moved to accept: Kerryjon Jones*

*Second: Cr Doug Pout*

**8 OTHER BUSINESS**

1. *Kerryn Jones asked for feedback from the committee on the 2025/2026 Operation Plan function of Arts and Culture. Kerryn to raise amendments and issues with Governance team. Councillor O'Leary requested clarification on where Cultural Heritage sits in the Operational Plan*
2. *Kerryn Jones is working on the Terms of Reference for the Committee. Kerryn to ask Council's Governance team if a Committee member can stay chairperson, or if it is required to be a Councillor.*
3. *Consultation sessions to update the priorities of the Arts Advisory Council are currently being scheduled in Parkes, Peak Hill and Trundle. These sessions will be facilitated by Arts OutWest.*
4. *Councillor Jayet mentioned that there are a number of arts groups not represented at the meetings and possibility of representatives accessing the meetings on-line. Kerryn suggested this could also be raised and discussed at Community Consultation forums.*
5. *Councillor O'Leary suggested allocation of an event at a village each year to coincide with and Arts Advisory meeting at the village inviting the community to attend.*



## **9 REPORT OF CONFIDENTIAL RESOLUTIONS**

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

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## **10 CONCLUSION OF MEETING**

The meeting concluded at 6.46pm.

This is the final page of the minutes comprising 8 pages numbered 1 to 8 of the Arts Advisory Council Meeting held on Tuesday, 20 May 2025 and confirmed on Tuesday, 5 August 2025.

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**Margot Jolly**  
CHAIRPERSON

**12.2 MINUTES OF THE AIRPORT DEVELOPMENT ADVISORY COMMITTEE MEETING  
HELD ON 20 MAY 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:** **Sharon Ross, Manager Facilities****Authoriser:** **Logan Hignett, Director Operations****Annexures:** **A. Airport Development Advisory Committee Meeting Minutes - 20 May 2025**

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**RECOMMENDATION**

That Council:

1. Receive and confirm the Minutes of the Airport Development Advisory Committee Meeting held on Tuesday 20 May 2025 appended at *Annexure A*.
-

# **Airport Development Advisory Committee Meeting**

Minutes

Tuesday 20 May 2025



**Minutes of the Airport Development Advisory Committee Meeting****Held on Tuesday, 20 May 2025 at the****Parkes Council Chamber, 2 Cecile Street, Parkes****Present:**

Cr Marg Applebee	Councillor (Chair)
Cr William Jayet	Councillor
Cr Joy Paddison	Councillor
Cr Doug Pout	Councillor
Cr Glenn Wilson	Councillor

**Council Officers in Attendance:**

Mr Anthony McGrath	Acting General Manager
Mr Logan Hignett	Director Operations
Mrs Sharon Ross	Manager Facilities

**Guests in Attendance:**

Deb Jones	CHEB
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**NOTES**

The meeting commenced at 9.31am and concluded at 10.10am.

## Order Of Business

<b>1</b>	<b>OPENING OF MEETING .....</b>	<b>4</b>
<b>2</b>	<b>ACKNOWLEDGEMENT OF COUNTRY.....</b>	<b>4</b>
<b>3</b>	<b>APOLOGIES .....</b>	<b>4</b>
<b>4</b>	<b>CONFIRMATION OF MINUTES .....</b>	<b>4</b>
4.1	Minutes of the Airport Development Advisory Committee Meeting held on 21 January 2025 .....	4
<b>5</b>	<b>DISCLOSURES OF INTERESTS .....</b>	<b>4</b>
<b>6</b>	<b>LATE BUSINESS .....</b>	<b>4</b>
<b>7</b>	<b>OFFICERS' REPORTS.....</b>	<b>5</b>
7.1	HARS Land Matters .....	5
7.2	Heritage Area at Parkes Airport.....	5
7.3	Proposed RA Aus event for 2026 .....	5
<b>8</b>	<b>REPORT OF CONFIDENTIAL RESOLUTIONS .....</b>	<b>6</b>
<b>9</b>	<b>CONCLUSION OF MEETING.....</b>	<b>6</b>

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## 1 OPENING OF MEETING

The Chairperson declared the Airport Development Advisory Committee Meeting of Tuesday, 20 May 2025 open and welcomed Council Officials in attendance.

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## 2 ACKNOWLEDGEMENT OF COUNTRY

The Chairperson read the following Acknowledgement of Country:

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

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

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## 3 APOLOGIES

Cr Neil Westcott

Mayor

## 4 CONFIRMATION OF MINUTES

<b>4.1 MINUTES OF THE AIRPORT DEVELOPMENT ADVISORY COMMITTEE MEETING HELD ON 21 JANUARY 2025</b>
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### COMMITTEE RECOMMENDATION

Moved: Cr Doug Pout

Seconded: Cr Joy Paddison

That the receive and confirm the Minutes of the meeting held on Tuesday 21 January 2025 appended at *Annexure A*.

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## 5 DISCLOSURES OF INTERESTS

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

Nil interests were disclosed.

## 6 LATE BUSINESS

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

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## 7 OFFICERS' REPORTS

### 7.1 HARS LAND MATTERS

#### COMMITTEE RECOMMENDATION

Moved: Cr Doug Pout

Seconded: Cr Joy Paddison

*That Council*

- 1. Commences rent charges from November 2025 in accordance with the lease terms, subject to determination of the site area (3.6 ha or 7.685 ha).*
- 2. That income generated from the rental paid for the site in set aside for the development of the Heritage Precinct at Parkes Regional Airport adjacent to Muzyczuk Drive.*

### 7.2 HERITAGE AREA AT PARKES AIRPORT

#### COMMITTEE RECOMMENDATION

Moved: Cr William Jayet

Seconded: Cr Doug Pout

That:

1. The concept design proposal for a Heritage Area at Parkes Regional Airport be endorsed by Council.

Cr Glenn Wilson joined the meeting at 10.00am

### 7.3 PROPOSED RA AUS EVENT FOR 2026

#### COMMITTEE RECOMMENDATION

Moved: Cr William Jayet

Seconded: Cr Joy Paddison

That:

1. Council approve the RA AUS event to be held from 27 to 29 March 2026 at Parkes Regional Airport.

## **8 REPORT OF CONFIDENTIAL RESOLUTIONS**

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

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## **9 CONCLUSION OF MEETING**

The meeting concluded at 10.10am.

This is the final page of the minutes comprising 6 pages numbered 1 to 6 of the Airport Development Advisory Committee Meeting held on Tuesday, 20 May 2025 and confirmed on 17 June 2025.

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**Cr Marg Applebee**  
CHAIRPERSON

**12.3 MINUTES OF THE WIRADJURI ELDERS ADVISORY COMMITTEE MEETING HELD  
ON 4 JUNE 2025****IP&R Linkage:** **Pillar:** Leadership**Goal:** Our local government is open, accountable and transparent.**Strategy:** Provide open and transparent decision-making and undertake the civic duties of Council with professionalism and integrity.**Author:** **Georgia Smith, Administration Officer****Authoriser:** **Annalise Teale, Acting Director Planning and Community Services****Annexures:** **A. Wiradjuri Elders Advisory Committee Meeting Minutes - 4 June 2025**

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**RECOMMENDATION**

That Council:

1. Receive and confirm the Minutes of the Wiradjuri Elders Advisory Committee Meeting held on Wednesday 4 June 2025 appended at *Annexure A*.
-

# **Wiradjuri Elders Advisory Committee**

Minutes

Wednesday 4 June 2025



**Minutes of the Wiradjuri Elders Advisory Committee**  
**Held on Wednesday, 4 June 2025 at the**  
**Parkes Council Chamber, 2 Cecile Street, Parkes**

**Present:**

Cr Marg Applebee	Chair
Cr Neil Westcott	Mayor
Cr Doug Pout	Councillor
Cr Louise O'Leary	Councillor
Mrs Gail Smith	Community Member
Mrs Pat Oliver	Community Member
Mrs Ronda Sharpe	Community Member
Mr Geoff Anderson	Community Member

**Council Officers in Attendance:**

Annalise Teale	Acting Director Planning and Community Services
Ms Kerry Jones	Cultural, Education and Library Services Manager
Georgia Smith	Minutes Secretary

**NOTES**

Cr's Pout and O'Leary attended via audio-visual link.

The meeting commenced at 11.10am and concluded at 12.00pm.

## Order Of Business

<b>1</b>	<b>OPENING OF MEETING .....</b>	<b>4</b>
<b>2</b>	<b>ACKNOWLEDGEMENT OF COUNTRY.....</b>	<b>4</b>
<b>3</b>	<b>APOLOGIES .....</b>	<b>4</b>
<b>4</b>	<b>CONFIRMATION OF MINUTES .....</b>	<b>4</b>
	4.1 Minutes of the Wiradjuri Elders Advisory Committee held on 15 April 2025.....	4
<b>5</b>	<b>DISCLOSURES OF INTERESTS .....</b>	<b>4</b>
<b>6</b>	<b>LATE BUSINESS .....</b>	<b>5</b>
<b>7</b>	<b>OFFICERS' REPORTS.....</b>	<b>5</b>
	7.1 Bushman's Hill Project .....	5
	7.2 2025 NAIDOC Week celebrations .....	5
<b>8</b>	<b>OTHER BUSINESS.....</b>	<b>6</b>
<b>8</b>	<b>REPORT OF CONFIDENTIAL RESOLUTIONS .....</b>	<b>6</b>
<b>9</b>	<b>CONCLUSION OF MEETING.....</b>	<b>6</b>



## 1 OPENING OF MEETING

The Chairperson declared the Wiradjuri Elders Advisory Committee of Wednesday, 4 June 2025 open and welcomed Council Officials in attendance.

## 2 ACKNOWLEDGEMENT OF COUNTRY

The Chairperson read the following Acknowledgement of Country:

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

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

## 3 APOLOGIES

Cr Bill Jayet	Councillor
Mrs Marg Keys	Community Member
Mr Robert Clegg	Community Member
Ms Irene Ridgeway	Community Member

## 4 CONFIRMATION OF MINUTES

### 4.1 MINUTES OF THE WIRADJURI ELDERS ADVISORY COMMITTEE HELD ON 15 APRIL 2025

#### RECOMMENDATION

That the receive and confirm the Minutes of the meeting held on Tuesday 15 April 2025 appended at *Annexure A*.

#### RESOLVED WEA 007/25

Moved: Cr Doug Pout  
Seconded: Gail Smith

**CARRIED**

## 5 DISCLOSURES OF INTERESTS

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

Nil interests were disclosed.

## 6 LATE BUSINESS

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

The Committee observed a minute silence to acknowledge the passing of Peak Hill Elder Rhonda Towney.

## 7 OFFICERS' REPORTS

### 7.1 BUSHMAN'S HILL PROJECT

#### **RESOLVED WEA 008/25**

Moved: Geoff Anderson

Seconded: Ronda Sharpe

That:

1. This committee recommend the Council allocate the 2025-2027 NSW Heritage Grant funds to interpretive signage on the Bushman's Hill Reserve as part of the Masterplan.
2. This committee nominate representatives for a small working party or curatorium to oversee the design and content of the signage that ensures design sensitivity to the location and accuracy of information.

#### **Discussions:**

- Council staff gave an update.
- Following last meeting, Kerry Jones and Annalise Teale took a visit to Bushman's Hill. Annalise indicated that there was money available through the NSW Heritage fund to be spread across a 2 year period. The funding could be used on anything that supports heritage in the Shire, Council agreed that the funding could be used towards the interpretive signage at Bushman's Hill.
- The Committee nominated Geoff Anderson to be a member of the working group or curatorium as he is also a representative of the language group, and can use their input to oversee the design and content of the signage.

**CARRIED**

### 7.2 2025 NAIDOC WEEK CELEBRATIONS

#### **RESOLVED WEA 009/25**

Moved: Pat Oliver

Seconded: Geoff Anderson

That:

1. The committee advise on how to proceed with planning for the NAIDOC Week Community Fun Day and potential date (dependent upon grant funding outcome).

#### **Discussions:**

- Council staff gave an overview plan.

- At the last meeting it was raised for Council to apply for a grant, Cr Marg Applebee applied through Central West Lachlan Landcare on behalf of Council, the funding received wasn't the amount requested, it is just over \$2,000. In the last meeting Robert Clegg mentioned a potential for Evolution mining to support with funding, Cr Marg Applebee has reached out to Evolution and is awaiting a response.
- Geoff Anderson mentioned reaching out to Fortescue to see if there is a possibility for their support as they have helped in the past.
- Cr Marg Applebee broke down the funding received, art \$400, bbq \$600, weaving \$600 and entertainment \$500.
- Central West Lachlan Landcare would like to sit down with a working group to go through how to approach NAIDOC week celebrations.
- Cr Marg Applebee to send an email to Committee members to create NAIDOC committee.
- At this stage, Saturday 13<sup>th</sup> September has been locked in for the 2025 NAIDOC day celebrations to be held.
- Working party meeting to be held Thursday 12<sup>th</sup> June at 4pm at the CWLL office.
- Kerryn Jones to notify Council's Events team of date.

**CARRIED**

## **8 OTHER BUSINESS**

6. *Councillor Louise O'Leary suggested for next years NAIDOC celebrations to be held in Peak Hill featuring artifacts from the Australian Museum that originated from Peak Hill for display during NAIDOC week. Discussions to be held with Toni Bell from Peak Hill Wiradjuri Elders.*

## **8 REPORT OF CONFIDENTIAL RESOLUTIONS**

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

## **9 CONCLUSION OF MEETING**

The meeting concluded at 12.00pm.

This is the final page of the minutes comprising 6 pages numbered 1 to 6 of the Wiradjuri Elders Advisory Committee held on Wednesday, 4 June 2025 and confirmed on Tuesday, 7 October 2025.

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CHAIRPERSON

**12.4 MINUTES OF THE PARKES SPORTS COUNCIL MEETING HELD ON 10 JUNE 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 10 June 2025**  
[↓](#)

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**RECOMMENDATION**

That Council:

1. Receive and confirm the Minutes of the Parkes Sports Council Meeting held on Tuesday 10 June 2025 appended at *Annexure A*.
-

## 10 June 2025 - Sports Council Minutes

Tuesday, 10 June 2025 6:00 PM

### Meeting Formalities

#### Purpose

The Sports Council is a Section 355 committee of Council under the Local Government Act that considers the advice of the sporting users in Parkes Shire. Its scope includes the following functions as delegated by Parkes Shire Council: the hire and use of sports fields and facilities; the selection of the Ron Harrison Bursary Award; management of the Sports Life Member Honour Board; the selection of the Parkes Shire Sports Awards recipients; the management of the Legends of Sport honour roll; and the management and selection of projects under the Northparkes/Parkes Shire Council Sports Grants scheme.

#### Chairperson

Al Gersbach

#### Commencement and Location

6:06 pm in the Committee Room at Parkes Shire Council and online via Microsoft Teams

#### Welcome

Al Gersbach opened the meeting and welcomed all in attendance.

#### Attendance

Al Gersbach (Chair), Luke Nash (Finances, Cricket), Anthony McGrath (Secretary), Greg Morrissey (Mr Cricket), Cr Louise O'Leary (Councillor Representative, Peak Hill), Michael Greenwood (Senior League, Community Representative), Andrew Daley (Hockey),

#### Online

Cr Doug Pout, Doug Moore (Little Athletics),

#### Guests

Geoff Finn (PSC Open Spaces Supervisor) was unavailable.

#### Apologies

Wilbur Harris (Netball), Linda Snyman (Dragon Boating), Wayne Osbourne (Soccer), Ken Keith (Golf), Gail Richardson (Community Representative), Andrew Thomas (Senior League),

#### PREVIOUS Minutes.

Moved for confirmation by Anthony McGrath. Michael Greenwood advised that Al Macdonald had the update for Cecil Pepper for the Sporting Legends. Seconded by Luke. Carried

#### Next Meeting Date

12 August 2025 at 6pm - Annual General Meeting

#### Meeting Close

The meeting closed at 7:18PM.

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## Meeting Minutes

### Notable Sporting Performances or Events

#### Little Athletics (Doug Moore)

- Toby Morgan secured 200m and 800m national records in the T43 class (opens)



### Soccer (Luke Nash)

- Hayden Lamond, Rylee Quigg & Caleb Rixon represented Western at the NSW Soccer CHS carnival in Sydney from 2-4 June 2025

### Hockey (Jim Daley)

- Sam Westcott won silver with his NSW U16 Boys side at nationals in April.
- Jett Johnstone represented Australian Joey's side on a European tour in late April.
- Sam Quince & Jett Johnstone was selected for the NSW U18 boys state team.
- Archie Daley, Elly Thornberry & Jordan Grosvenor (Manager) NSW U18 boys blues team.
- Western CHS Opens selection – Will Mathews, Jake Dunn, Tom Rix, Kallum Monday, PJ McPherson, Eamon & Ewan Moody, Boyd Hutchins.
- Western PSSA selections – George Hendry, George & Sam Yelland, Edison Hawken, Hughie Witherow, Charlie Chittick, Zali Lovett, Pippa Westcott & Paige Schapers.
- Sam Yelland was selected in the NSW PSSA side to go to Bendigo.
- 2025/2026 U14s Pathways & Performance squad – Charlie Rix, Cooper Kelly, Isaac Hoy, Jack Dunford, Daisy Rice & Gracy Allen
- U18 Girls won Gold in Div 3 in Narellan & U18 Boys won Gold in Div 1 at Box Hill in Mays State Championships.
- 2025/2026 U18s Pathways & Performance squad – Archie Daley, Jett Johnstone, Sam Quince & Henry Rice.
- NSW CHS 15s Boys PJ McPherson.
- NSW CIS 15s Harry Yelland.
- CHS NSW Opens – Sienna Collins, Elly Thornberry & Tom Rix.
- NSW CCC Opens- Archie Daley, Sam Westcott, James Robinson & Jagger Gillingham.
- Tom Rix won Gold at All Schools Opens with his CHS side.
- Archie Daley, Sam Westcott & James Robinson named on NSW Opens All Schools side.
- Toby Collins won Silver at the U21 National in Bendigo in May.
- Ian Westcott, Denise Gersbach & Dusty Powter won Gold for Australia at Tri series in Cairns and Casey Miles & Maureen Massey won Silver.
- Women's NSW Master selections – 34s – Casey Miles, 45s Amy Thornberry, 50s – Denise Gersbach, Jane Mattiske, Sue McGrath & Tracie Sams, & 70s Maureen Massey.
- Lee Hodge ACT 45s.

### Review of Outstanding Actions

13/8/2019	1	Sports Legends Board at Parkes Leagues Club to be reviewed and alternatives considered.	Alan Macdonald
14/10/2020	2	Dedication ceremony for the Cheney family trophy to be conducted before the first Grinsted Cup match this season	Luke Nash
12/03/2024	3	Investigate switchboard upgrade at SDF. Also lights out on Miriah Williams filed (SW)	Geoff
11/3/2025	4	Groups to be advised when the masterplans will go out on public exhibition	Anthony
11/3/2025	5	Irrigation at Lindner Oval may require some upgrade work. Estimates to be obtained for Louise to take to the Peak Hill CCC for possible funding from their Town Improvement Reserve.	Geoff

8/04/2025	6	Investigate relocation of the Park Run sign to the start of the park run track adjacent to the storage shed on the path.	Tim
14/05/2025	7	<del>Apply to speak at the next council meeting on the matter of dogs on sports fields via the public forum facility</del>	<del>Al Gersbach</del>
14/5/2025	8	<del>Geoff to advise Doug Moore on plan for rehabilitation plan for the long jump pits at Northparkes oval</del>	<del>Geoff Finn</del>
14/5/2025	9	<del>Building services to advise when flooring in the Cheney Park amenities building will be replaced. Also to advise the plan for the PA system, which was broken when irrigation system was installed</del>	<del>Sharon Ross / Tim</del>

### Discussion / Action Taken

Update provided on the outstanding tasks as follows:

3, Some lights at Mariah Williams have been fixed on the canteen side with other materials for western side but to wet now. Geoff has engaged contractor to inspect and advise of works needed.

5, Geoff Finn spoken to Mid-West irrigation to come and complete inspection, pressure & flow have been given for design.

6, Spoke to Dan Greif from Park run he was unaware of any signage. Could you please confirm if it is an existing plaque and its current location. Luke to review on Saturday.

7, Alan spoke at the May Council meeting.

8, Unsuccessful with Crown lands grant. Built up areas along pits from sand overflow will be programmed and completed as maintenance. Sally to keep an eye out for other grants as she now has scope & costing.

9, The flooring in the Cheney Park Amenities will be replaced in July. A new wireless system is now online. An induction for its use will be scheduled for the user groups

### Correspondence

The following items of correspondence was received or sent

1. Advice of meeting and minutes sent out to groups.

### Action

- 1 For information.

### Grants Received

### Sports Projects Update (Geoff Finn)

Geoff was unavailable for the meeting. Regarding the Croaker Oval detention basin:

- Services relocation has now started.

### Around the Grounds

#### Netball (Wilbur Harris)

- The Parkes Opens & U/15,s have just competed at State titles in Campbelltown Sydney over the long weekend
- The Opens had a successful weekend coming third overall in there division. Over the three days they played 15 games with only 2 x losses & 1 x draw. Their team consisted of 2 x girls still eligible for u/17's, 2 x just out the 17's &

the rest all played there junior netball in Parkes, which is a testament to our local association & coaching. Coach Christine Watson & Manager Tracey Dunford are very proud of the teams achievements & the quality of sportsmanship displayed by all the girls.

- U/15's played a total of 18 x games over the three days with 6 x played per day a& competed in div 4. They achieved 8 x wins, 9 x losses & 1 x draw. Coach Kelly Donnelly is super proud of the girls attitude & achievements over the weekend.
- The local comp is still ongoing on Tuesday nights
- The U/14's are still in full training 3 x days a week to be in full readiness for their State Titles to be held in Penrith Sydney starting the July 4th
- I have been informed of a blown light at the netball courts but I am not sure exactly which one it is. When I know more I will let Tim & Geoff know.

**Dragon Boating (Linda)**

- PDBC – we are still waiting for road repairs along with council to do something about the launch area. We have not taken part in any regattas. Our season ends this Saturday. We will be off the water until September and hope that road conditions improve by then.

**Little As (Doug Moore)**

- Picking up new high jump mats soon in time for School carnivals. Will be stored in the storage sheds at NPO.

**Soccer (Luke Nash)**

- 1 June - Western Youth League carnival was an outstanding success.
- Junior in recess during school holidays
- Now using the Veo system to video games
- Peak Hill Phoenix have ordered their equipment.

**Peak Hill Sports (Louise O'Leary)**

- Lights SMS system is not working
- Louise would like to be added to the system as a user (Luke provided the codes to Louise at the meeting. Anthony advised that there is a fault and it had been reported.
- Power is tripping in the canteen, League to contact council building services
- Request that the irrigation water at O'Leary's be either moved or the lid be made safe. Anthony to discuss with Tim.

**Rugby League (Michael Greenwood)**

- Excellent playing surface prepared for annual Parkes v Forbes match
- Good gate despite cold weather
- Poor condition of grandstand boards and canteen facility is a concern.
- Looking forward to the installation of the new grandstand facility

**Cricket (Greg Morrissey)**

- Lachlan Cricket annual meeting held with Andrew Glasson taking over the presidency.

**Hockey (Jim Daley)**

- Premier league men's leading the competition
- Thanks to the Sports field staff for their assistance in the preparation of the fields during the recent carnivals
- Disabled toilet has a broken change table, Anthony to report.

**Financial Report - Operational and Capital Works Projects**

Luke provided the following update on the sporting expenditure and moved that the report be accepted. Seconded by Michael Greenwood. Carried.

Sporting Grounds - Operational Revenue						
	Budget	Actual	% Budget Received			
Sports Council - Levies/Usage Charges	\$51,454	\$49,741	97%			
Sports Council - SMS Lighting	\$10,079	\$5,090	51%			
	<b>\$61,533</b>	<b>\$54,831</b>	<b>89%</b>			
Sporting Grounds - Operational Expenditure						
	Budget	Actual	Committed	A + C	% Spent	Bud Rem
Sporting Grounds Operating	\$394,504	\$377,043	\$0	\$377,043	96%	\$17
	<b>\$394,504</b>	<b>\$377,043</b>	<b>\$0</b>	<b>\$377,043</b>	<b>96%</b>	<b>\$17</b>
Sporting Grounds - Capital Expenditure						
Capital Expenditure Projects	Budget	Actual	Committed	A + C	% Spent	Bud Rem
Pioneer Oval Redevelopment - DA Submission Reports	\$35,000	\$27,810	\$0	\$27,810	79%	
Cheney Park - Lighting Upgrade (Clubs Grant \$210.5k & PMJRL \$75k)	\$285,580	\$0	\$0	\$0	0%	\$2
	<b>\$320,580</b>	<b>\$27,810</b>	<b>\$0</b>	<b>\$27,810</b>	<b>9%</b>	<b>\$29</b>

## General Business

### Passing of Local Legends

The sporting groups present acknowledged the passing of local sporting identities, Alan Hourigan and Arnold Byrne. Alan was a prominent country cricket umpire, while Arnold was well known in the harness racing, horse racing, hockey and rugby league circles.

### Dogs on Sporting Fields Issue

AI gave a short presentation at the Council meeting in May. Following that, Council resolved to

1. Receive and confirm the Minutes of the Parkes Sports Council Meeting held on Tuesday 13 May 2025 appended at Annexure A.

Amended Motion by Cr Louise O'Leary:

2. Investigate the feasibility and requirements of closure of Sporting Fields to dogs. Including Harrison-Parker-stone, Cheney & Woodward Fields in Parkes and possibly Peak Hill Sporting Fields Lindner Oval to be included in this ban against dogs at these Fields. And that a solution be taken to the Parkes Sports Council for consideration.

Annalise Teale has now advised that:

We have investigated signage changes to prohibit dogs in sporting fields and can confirm that this can be done. To support the change we can arrange for rangers to do regular patrols of the sporting fields. A comms plan will need to be prepared to advise the community of the changes.

Some discussion around dogs on fields. Doug advised that the existing dog parks bag dispensers are not filled.

Suggest that the plan be introduced using a staged approach.

1. Comms plan implemented
2. Ranger to hand out warnings for violation of existing bylaws
3. Fines introduced.
4. Review with sporting groups

Anthony to provide the feedback to Ranger Services.

### Masters Games

Louise advised that only Dragon Boating advised that it was not able to participate in an event later in the year. No other sporting groups advised. Now looking to March 2026.

### Cheney Park Water Table

Andrew Daley advised that water table is high at Cheney Park, with patches dying off. Water

is running out of the block wall around Stephen Davies Field. Water table is 30 - 38cm below the ground level. He expressed great concern that the newly constructed \$2m turf (Stephen Davies Field) might fail unless the problem is addressed. The Brick pit is currently high. Suggest that the level be taken down to lower the level at Cheney Park. He advised that this was the method used in the past to keep the water table down. Andrew to send in photos for Anthony to follow up.

## Next Meeting

12 August 2025 at 6pm.

## Meeting Actions

10/06/2025	1	Provide feedback to Rangers services that the a staged approach be taken when implementing the proposed changes to closing sporting fields to dogs.	Anthony
10/6/2025	2	Send photos of water table issues at Cheney Park to Council and ask for the water level of the Brick Pitt to be reduced and that is be kept low to determine if there is an effect on the water table.	Anthony
10/6/2026	3	There is a watering system cover exposed on O'Leary's oval in Peak Hill. Council advised that the field is not safe to use, despite it being used in the past. Can the lid be made safe with an artificial turf cover or the service be moved off the playing surface	Geoff
10/6/2026	4	The change table in the disabled toilet at McGlynn Park has been broken for some time. When will it be repaired or replaced	Building Services
10/6/2026	5	SMS lighting system at Lindner Oval is not working consistantly	Anthony

## Attachments

Nil

## 13 REPORTS OF THE GENERAL MANAGER

### 13.1 MAKING OF THE RATES AND FIXING OF CHARGES 2025-2026

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

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

**Strategy:** Provide clear long-term direction for the community through the development of the Integrated Planning and Reporting framework.

**Author:** Luke Nash, Executive Manager Finance

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

**Annexures:** A. Annexure A - Office of Local Government - Circular No 25-06 - Rating Information 2025-26 [↓](#)

### RECOMMENDATION

That Council:

1. In accordance with Chapter 15, Parts 4 and 5 of the *Local Government Act 1993*, make and levy the following rates and annual charges for the 2025-2026 financial year:
  - (a) In relation to the Ordinary Rates, Council applies the increase of 4.0 per cent, inclusive of the rate peg, as determined by the Independent Pricing and Regulatory Tribunal.
  - (b) In relation to Ordinary Rates and pursuant to section 494 of the *Local Government Act 1993*, make and levy the following Ordinary Rates for the year 01 July 2025 to 30 June 2026:

Category and Sub-Category	Minimum Rate	Cents in Dollar (Ad Valorem)
Ordinary - Business Industrial	\$617.00	1.7237910
Ordinary - Business Parkes CBD	\$617.00	7.0659630
Ordinary - Business Rate	\$617.00	1.6545690
Ordinary - Business Villages	\$617.00	2.5419330
Ordinary - Farmland Rate	\$617.00	0.3130440
Ordinary - Mining Copper Producing	\$617.00	3.7617130
Ordinary - Mining Rate	\$617.00	18.5483330
Ordinary - Residential Parkes	\$617.00	1.2271500
Ordinary - Rural Residential Rate	\$617.00	0.6201530
Ordinary - Residential Rate	\$617.00	0.4554600
Ordinary - Special Activation Precinct Developed	\$617.00	2.0290000
Ordinary - Special Activation Precinct Undeveloped	\$617.00	28.9990910

- (c) In relation to waste management charges and pursuant to sections 496 and 501 of the *Local Government Act 1993*, make and levy the following annual charges on all consumers accessing the Parkes Shire waste management services for the year 01 July 2025 to 30 June 2026:

Waste Group	Charge
Domestic Waste Management Service Charge	\$536.00
Domestic Waste Management Service Charge (Vacant Land)	\$101.00
Non-Domestic Waste Management Service Charge	\$538.00
Non-Domestic Waste Management Service Charge (Vacant Land)	\$112.00

In addition to the maximum \$250 pensioner rebate jointly funded by the Council (45%) and the State Government (55%) in respect of general rates and domestic waste charges, in accordance with the Council's Pensioner Rate Rebate and Hardship Policy, Council will provide an additional pensioner rebate of \$105.00 per eligible property from 1 July 2025 for the 2025/26 rating year. This voluntary rebate will be paid pursuant to Section 582 of the Local Government Act, 1993 and only pensioners that received the rebate in 2016/17 will continue to be eligible to do so

- (d) In relation to water supply service charges and pursuant to sections 501, 502 and 552 of the *Local Government Act 1993*, make and levy the following charges on all consumers connected to, or capable of being connected to, the Parkes Shire water supply systems and water supply for the year 01 July 2025 to 30 June 2026:

Water Access Charge Type	Charge
Residential - Standard Charge	\$317.00
Non-Residential - 20mm	\$317.00
Non-Residential - 25mm	\$492.00
Non-Residential - 32mm	\$819.00
Non-Residential - 40mm	\$1,279.00
Non-Residential - 50mm	\$2,000.00
Non-Residential - 80mm	\$5,094.00
Non-Residential - 100mm	\$7,968.00
Non-Residential - Northparkes Mines	\$4,258,800.00
Un-Metered - Strata Title Units	\$317.00
Un-Metered - CBD	\$1,098.00
Un-Metered - Non-Rateable	\$317.00

Water Usage Charge	Rate per kl
Residential Rate (all consumption)	\$2.18
Business Rate (all consumption)	\$2.18
Commercial Rate (all consumption)	\$2.18



Northparkes Mines Rate	\$1.35
Trundle School - Raw Water (all consumption)	\$1.66
Raw Water - Rising Main from Dam (all consumption)	\$1.66
Standpipe Charges	\$5.60

- (e) In relation to sewerage service charges and pursuant to sections 501, 502 and 552 of the *Local Government Act 1993*, make and levy the following annual charge on all consumers connected to, or capable of being connected to, the Parkes Shire sewer systems and sewer charges for the year 01 July 2025 to 30 June 2026:

Sewer Access Charge Type	Charge
Residential - Standard Charge	\$806.00
Non-Residential - 20mm	\$453.00
Non-Residential - 25mm	\$711.00
Non-Residential - 32mm	\$1,158.00
Non-Residential - 40mm	\$1,819.00
Non-Residential - 50mm	\$2,838.00
Non-Residential - 80mm	\$7,261.00
Non-Residential - 100mm	\$11,345.00
Unmetered - Strata Title Units	\$806.00
Unmetered - CBD	\$1,120.00
Unmetered Non-Rateable	\$806.00

Trade Waste Charge Type	Fee Description	Charge
Service Fee - Category 1	Annual Trade Service & Inspection	\$315.00
Service Fee - Category 2	Annual Trade Service & Inspection	\$315.00
Service Fee - Category 3	Annual Trade Service & Inspection	\$1,114.00
Usage Fee - Category 1 & 2	Trade Waste Usage	\$3.02 per kl
Usage Fee - Category 3	Trade Waste Usage	\$22.05 per kl

- (f) In accordance with clauses 125A and 125AA of the Local Government General Regulation 2005 the following annual charges are set for stormwater management services for the 12 months commencing 1 July 2025:

Category	Charge
Residential (Not Vacant)	\$25.00
Residential strata units	\$12.50
Business non-strata properties	
0-1199 sqms	\$25.00
1200-4999 sqms	\$100.00
=> 5000 sqms	\$375.00

2. Pursuant to section 566(3) of the *Local Government Act 1993*, adopts the overdue rates and charges maximum interest rate of 10.5 per cent for the period 01 July 2025 to 30 June 2026 (inclusive) in accordance with the determination made by the Minister for Local Government as published in the *NSW Government Gazette*.
- 

## **BACKGROUND**

Section 535 of the *Local Government Act 1993* ("the Act") provides that, to levy rates and charges for the 2025-2026 year, Parkes Shire Council ("Council") must first resolve the making of all rates and fixing of annual charges. Under section 532 of the Act, this resolution cannot be made until the draft Operational Plan has been publicly exhibited and Council has considered any submissions received.

Additionally, Council is required to resolve the interest rate payable on overdue rates and charges for the 2025-2026 year. Section 566(3) of the Act provides that the interest rate set by Council cannot exceed the rate specified by the Minister for Local Government.

## **ISSUES AND COMMENTARY**

The Operational Plan 2025-2026 ("the Operational Plan") includes Council's Statement of Revenue Policy for the 2025-2026 year. The Revenue Policy is adopted on an annual basis and details how Council will levy ordinary rates, charges, and fees, as well as the anticipated revenue that will be derived from each rate, charge, and fee.

As detailed above, Council must formally resolve to make the rates and charges for the 2025/26 year, as well as the interest rate payable on overdue rates and charges. On 10 April 2025, the Office of Local Government published *Circular 25-06 Information about Rating 2025-2026* ("Circular 25-06"), confirming the maximum interest rate and the methodology used. Circular 25-06 is contained at *Annexure A*.

## **LEGISLATIVE AND POLICY CONTEXT**

Chapter 15, Parts 4 and 5 of the Act concern the making and levying of rates and charges. Each clause of the Officer's Recommendation has referenced the appropriate section of the Act.

## **FINANCIAL IMPLICATIONS**

**THE ANTICIPATED REVENUES FROM RATES, FEES, AND CHARGES TO BE LEVIED BY COUNCIL IN THE 2025-2026 YEAR ARE DETAILED IN THE STATEMENT OF POLICY CONTAINED IN THE OPERATIONAL PLAN.****RISK IMPLICATIONS**

As detailed above, the making of the rates and fixing of charges is a statutory requirement under the Act and accompanying *Local Government (General) Regulation 2021* ("the Regulation"). Resolution of the Officer's Recommendation is required to enable Council to collect revenue from rates and annual charges.

## **COMMUNITY CONSULTATION**

Council's Operational Plan, incorporating the draft Revenue Policy, was placed on public exhibition for a period of 28 days. Details of the public exhibition period are contained in the business paper.

## **CONCLUSION**

Consistent with Council's legislative obligations under the Act and Regulation, it is recommended that Council formally resolve to make and levy the rates and annual charges for the 2025-2026 year, as detailed in the Operational Plan and listed in the Officer's Recommendation (above). In

doing so, it is recommended that Council adopt the maximum rate for the 2025-2026 year as determined by the Minister for Local Government and published in the *NSW Government Gazette*.

Department of Planning, Housing and Infrastructure  
Office of Local Government



## Circular to Councils

Subject/title	Rating information 2025-26
Circular Details	Circular No 25-06/ 10 April 2025 / A950795
Previous Circular	24/05 – Information about Rating 2024-25
Who should read this	General Managers / All council staff
Contact	Performance Team / (02) 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
Action required	Information / Council to Implement

### What's new or changing?

- Maximum boarding house tariffs for 2025-26 have been determined
- Maximum interest rate payable on overdue rates and charges for 2025-26 has been determined
- Section 603 Certificate fee for 2025-26 has been determined
- Statutory limit on the maximum amount of minimum rates for 2025-26 has been determined

### What will this mean for council?

- Councils should incorporate these determinations into their 2025-26 rating structures, Operational Plan and Revenue Policy.

### Key points

#### Boarding House Tariffs

- In accordance with section 516 of the *Local Government Act 1993* (the Act), it has been determined that for the purpose of the definition of 'boarding house' and 'lodging house', the maximum tariffs, excluding GST, that a boarding house or lodging house may charge tariff-paying occupants are:

T 02 4428 4100 TTY 02 4428 4209, E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)  
Locked Bag 3015 NOWRA NSW 2541  
[www.olg.nsw.gov.au](http://www.olg.nsw.gov.au)



- a) Where full board and lodging is provided:
  - \$467 per week for single accommodation; or
  - \$770 per week for a family or shared accommodation.
- b) Where less than full board or lodging is provided:
  - \$315 per week for single accommodation; or
  - \$518 per week for family or shared accommodation.
- Notice giving effect to these decisions has been published in the NSW Government Gazette (Government Gazette No 119 – 28th day of March 2025).

#### Maximum Interest Rate on Overdue Rates and Charges

- In accordance with section 566(3) of the Act, it has been determined that the maximum rate of interest payable on overdue rates and charges for the period 1 July 2025 to 30 June 2026 will be 10.5% per annum
- The methodology used to calculate the interest rate applicable for the period 1 June 2025 to 30 June 2026 is the Supreme Court methodology (the Reserve Bank cash rate plus 6%), rounded to the nearest half per cent. The cash rate used for the purposes of the maximum interest rate for local government is based on the cash rate set by the Reserve Bank of Australia on 10 December 2024
- Notice giving effect to these decisions has been published in the NSW Government Gazette (Government Gazette No 119 – 28th day of March 2025)

#### Section 603 Certificate

- Under section 603 of the Act, councils may issue a certificate as to the amount (if any) of rates, charges, etc. due or payable to the council for a parcel of land. Section 603(2) states the application must be accompanied by the approved fee. In accordance with the approved methodology, the approved fee for 2025-26 is determined to be \$100. This remains the same as the 2024-25 fee.
- This determination applies to the issuing of a certificate for the matters specified in section 603(2) of the Act. Where a council offers to provide other information as an optional service, the council is not prevented from separately determining an approved fee for that additional service. Furthermore, a council is not prevented from determining approved fees for additional services required by an applicant for the expedited processing of a Section 603 Certificate.

#### Statutory limit on the maximum amount of minimum rates

- Following a recommendation by Independent Pricing and Regulatory Tribunal (IPART), clause 126 of the Local Government (General) Regulation 2021 will be amended on 1



July 2025 by the Local Government (General) Amendment (Minimum Amounts of Rate) Regulation 2025, so that under section 548(3)(a) of the Act, the maximum amount of the minimum ordinary rate will be \$639 for 2025-26.

- The maximum amount of a minimum special rate (not being a water supply special rate or a sewerage special rate) prescribed by section 548(3)(b) of the Act will remain unchanged at \$2.

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### Where to go for further information

- Office of Local Government has further information available at <https://www.olg.nsw.gov.au/councils/council-finances/rating-and-special-variations/>.

A handwritten signature in blue ink, appearing to read "Brett Whitworth".

Brett Whitworth  
Deputy Secretary, Office of Local Government

**13.2 ADOPTION OF COUNCIL INVESTMENT & BORROWING POLICIES****IP&R Linkage:** **Pillar:** Leadership**Goal:** Our local government is contemporary, effective and efficient.**Strategy:** Ensure compliance with statutory requirements and ensure Parkes Shire Council's operations are supported by good corporate governance and effective risk management.**Author:** **Luke Nash, Executive Manager Finance****Authoriser:** **Jaco Barnard, Chief Financial Officer****Annexures:** **A. Council Policy - Investment** [↓](#)  
**B. Council Policy - Borrowing** [↓](#)

---

**RECOMMENDATION**

That:

1. Adopt the Investments and Borrowing policies included as *Annexures A-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.

The following policies have been reviewed and are presented at *Annexure A-B* for Council's adoption:

- Council Policy – Investment (*Annexure A*)
- Council Policy – Borrowing (*Annexure B*)

**ISSUES AND COMMENTARY**

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

Investment Policy

The attached Investment Policy at *Annexure A* has been updated to the new Council Policy template branding. This policy has also undergone minor amendments to reference and reflect minor changes to the portfolio credit quality framework. The policy is designed to ensure that funds surplus to council's immediate requirements are invested within acceptable risk parameters to optimise interest income and ensuring security of funds invested.

Borrowing Policy

The attached Borrowing Policy at *Annexure B* has been updated to the new Council Policy template branding. This policy has also undergone minor amendments to reference and reflect requirements for internal and external borrowings. The policy is designed to provide a structured and disciplined approach to the borrowing of monies for funding new infrastructure or renewal of existing.



**LEGISLATIVE AND POLICY CONTEXT**

The key legislation and regulation for all council policies is the Local Government Act 1993 No 30, Local Government (General) Regulation 2021 and Ministerial Orders.

**FINANCIAL IMPLICATIONS**

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

**RISK IMPLICATIONS**

Investment and Borrowing policies carry several risk implications, as council is entrusted with public funds and must ensure prudent financial management under legislative and regulatory frameworks.

When investing council may suffer lower returns or capital losses if investments are not aligned with risk appetite and market conditions. Furthermore, breaches of ministerial orders and regulations can result in regulatory action and reputational damage for the organisation. Council needs to maintain transparency in reporting and oversight to ensure that public trust is maintained.

When borrowing it is paramount to ensure that council has the capacity to fund future loan obligations and does not compromise future service delivery and financial sustainability. Council borrowings need to ensure strong alignment to Long-Term Financial Plans and the Office of Local Government Debt Service Ratio benchmarks. Inadequate oversight and communication on borrowing decisions can lead to community distrust and create fiscal pressure.

**COMMUNITY CONSULTATION**

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

# Council Policy

## Investment Policy



**Council Policy**  
Investment

**CONTROLLED DOCUMENT INFORMATION**

<b>ECM Number</b>	759795
<b>Document Owner</b>	Chief Financial Officer
<b>Document Development Officer</b>	Executive Manager Finance
<b>Review Timeframe</b>	4 Years
<b>Last Review Date</b>	February 2021
<b>Next Scheduled Review</b>	May 2026

Document History		
Date	Resolution No.	Details/Comments
18 December 2007	Res 07-928	Policy adopted by Council
01 May 2012	Res 12-162	Policy amendments adopted by Council
26 February 2021	Not Applicable	Minor amendments (position name changes & new template format)

Further Document Information and Relationships	
<b>Related Legislation*</b>	Local Government Act 1993 Local Government (General) Regulation 2021 Trustee Amendment (Discretionary Investments) Act 1997 Ministerial Investment Order Local Government Code of Accounting Practice & Financial Reporting Australian Accounting Standards Office of Local Government Investment Policy Guidelines & Circulars
<b>Related Policies</b>	Parkes Shire Council Code of Conduct
<b>Related Documents</b>	Nil
<b>Note:</b> Any reference to Legislation will be updated in this Policy as required. See website <a href="http://www.legislation.nsw.gov.au/">http://www.legislation.nsw.gov.au/</a> for current Acts, Regulations and Environmental Planning Instruments.	

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Investment**Contents**

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## Council Policy

### Investment



#### 1. Purpose

The objective of Council's investment policy is to establish a framework for making decisions regarding the appropriate investment of Council's cash and cash equivalents. It is designed to ensure that funds which are surplus to Council's immediate requirements are invested within acceptable risk parameters to optimise interest income while ensuring the security of the funds invested.

#### 2. Commencement and Review

This Policy is effective from date of adoption by Council resolution and shall remain in force until repealed by resolution of Council.

#### 3. Scope and Application

This Policy applies to all of Council's cash and investments, and all Council officers and representatives who have delegated authority to manage cash and investments or make investment decisions.

#### 4. Definitions

In this Council Policy, the following terms shall be interpreted as having the following meanings:

Term	Definition
<b>Council</b>	means Parkes Shire Council.
<b>General Manager</b>	means the General Manager of Parkes Shire Council appointed under section 334 of the <i>Local Government Act 1993</i> .
<b>Governing Body</b>	Means a person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the Mayor
<b>Act</b>	<i>Local Government Act, 1993</i> .
<b>ADI</b>	An institution that is authorised under the Bank Act 1959 to accept term deposits and conduct banking activities in accordance with that Act and under the prudential supervision of the Australian Prudential Regulation Authority (APRA).
<b>Bill of Exchange</b>	An unconditional order in writing, addressed by one person to another, signed by the person giving it, requiring the person to whom it is addressed to pay on demand, or at a fixed or determinable future time, a certain sum of money to, or to the order of, a specified person or to the bearer.

## Council Policy

### Investment

<b>Call Account</b>	An investment account with a financial institution that offers customers access to their funds at any time. Deposits and withdrawals can be made at any time without penalty.
<b>Council Funds</b>	Surplus monies that are invested by Council in accordance with s625 LG Act 1993.
<b>Counterparty Limit</b>	The limit imposed to cap the maximum possible exposure to any one ADI.
<b>Debenture</b>	A debenture is a document evidencing an acknowledgement of a debt, which a company has created for the purposes of raising capital. Debentures are issued by companies in return for medium and long-term investment of funds by lenders.
<b>OLG</b>	NSW Office of Local Government
<b>Floating Rate Note (FRN)</b>	A medium to long term fixed interest investment where the coupon is a fixed margin ("coupon margin") over a benchmark, also described as a "floating rate". The benchmark is usually the BBSW and is reset at regular intervals – commonly quarterly.
<b>IPS</b>	The Investment Policy Statement provides the general investment goals and objectives of Council and describes the strategies that must be employed to meet these objectives. Specific information on matters such as asset allocation, risk tolerance, and liquidity requirements are also included in the IPS.
<b>LGGR</b>	Local Government (General) Regulation 2025 (NSW)
<b>Portfolio Limit</b>	The maximum exposure the investment portfolio can allocate to a credit rating category.
<b>Term Deposit</b>	Is a deposit held with a financial institution that has a fixed term. They can vary in term from a month to up to 5 years. When a term deposit is purchased, the customer understands that the money can only be withdrawn after the agreed term. Penalties in form of reduced interest will apply if the deposit is withdrawn before the agreed term
<b>T-Corp</b>	NSW South Wales Treasury Corporation

**Council Policy**  
Investment**5. Policy Statement**

Council shall invest surplus funds in a prudent and appropriate manner.

Preservation of capital is the principal purpose of the investment portfolio. Investments are to be placed in a manner that seeks to ensure the security and safeguarding of the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.

Investments are maintained to meet specific business objectives. These objectives include:

- Strategic purposes consistent with the Council's long-term strategic plan
- Holding short-term investments for working capital requirements
- Holding investments that are necessary to carry out Council operations consistent with annual long-term plans.

Parkes Shire Council recognises that as a responsible public authority, any investments that it does hold should be low risk. It also recognises that lower risk generally means lower returns.

**5.1. Authority for Delegation**

Council, in accordance with the Local Government Act 1993, delegates authority for implementation of the Investment Policy to the General Manager.

The General Manager may in turn delegate the day-to-day management of Council's investment portfolio to one or more of the following officers – Chief Financial Officer, Executive Manager Finance or Management Accountant.

Officers with delegated authority to manage Council's investments shall be recorded and shall be required to acknowledge they have received a copy of this Policy and understand their obligation.

**5.2. Prudent Person Standard**

The investment portfolio will be managed with the care, diligence, and skill that a prudent person would exercise. As trustees of public monies, officers are to manage Council's investment portfolio to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.

**5.3. Ethics and Conflicts of Interest**

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the General Manager.

Council's investments are primarily restricted to Australian Authorised Deposit Taking Institutions (banks, building societies, credit unions) that are governed by the Australian Prudential Regulatory Authority.



**Council Policy**  
Investment**5.4. Approved Investments**

All investments must be denominated in Australian dollars. Authorised investments are limited to those allowed by the current Ministerial Investment Order, issued by the NSW Minister for Local Government which include:

- Commonwealth/State/Territory Government securities, for example, bonds
- Interest bearing deposits/senior securities issued by an eligible Authorised Deposit-taking Institution (ADI)
- Bills of Exchange (fewer than 200 days duration) guaranteed by an ADI
- Debentures issued by a NSW council under the Local Government Act 1993
- Investments with TCorp and/or investments in TCorp Hour Glass Facility and managed funds

**5.5. Prohibited Investments**

In accordance with the Ministerial Investment Order, this Investment Policy prohibits but is not limited to any investment carried out for speculative purposes including:

- Derivative based instruments
- Principal only investments or securities that provide potentially nil or negative cash flow
- Securities of any type in non-Approved Deposit Institutions
- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind and
- Land mortgage

This policy also prohibits the use of leveraging (borrowing to investment) of an investment.

**5.6. Investment Advisor**

Investment advisors engaged by Council must be licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of the Investment Policy.

The independent advisor is required to provide written confirmation that they do not have any actual or potential conflicts of interest in relation to the investments they are recommending or reviewing, including that they are not receiving any commissions or other benefits in relation to the investments being recommended or reviewed.

## Council Policy

### Investment

#### 5.7. Risk Management Guidelines

Investments are to comply with the following three-part Risk Management Framework:

- Overall Portfolio Credit Quality Framework: limits overall credit exposure of the portfolio
- Institutional Credit Framework: limits exposure to individual institutions based on their credit rating
- Term to Maturity Framework: limits exposures based upon maturity of securities

#### 5.8. Portfolio Credit Quality Framework

To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the total portfolio exposed to a particular credit rating category.

Long Term Credit Ratings	Short Term Credit Ratings	Portfolio Maximum % Limit
AAA Category	A-1+	100%
AA Category	A-2	100%
A Category	A-2	60%
BBB & Unrated ADI's	A-3	40%

Credit ratings are based upon the Standard & Poor's Investment Rating, or equivalent, where a Standard & Poor's Investment Rating does not exist.

#### 5.9. Institutional Credit Framework

Council's exposure to an individual institution will be restricted by the institution's credit rating. The amount invested should not exceed the following percentages of total funds invested by Council.

Long Term Credit Ratings	Short Term Credit Ratings	Institution Maximum % Limit
AAA Category	A-1+	40%
AA Category	A-2	40%
A Category	A-2	30%
BBB	A-3	20%
Unrated ADI's	Unrated	20%

Credit ratings are based upon the Standard & Poor's (S&P) Investment Rating, or equivalent, where a S&P Investment Rating does not exist.

**Council Policy**  
Investment**5.10. Term to Maturity Framework**

Council's investment portfolio shall be structured around the time horizon of investment to ensure liquidity and income requirements are met. The investment portfolio is to be invested within the following maturity constraints:

Investment Horizon Description	Investment Horizon Maturity Date	Minimum Allocation	Maximum Allocation
Working capital funds	0 – 3 months	10%	100%
Short term funds	3 – 12 months	20%	100%
Short-Medium term funds	1 -2 years	0%	50%
Medium term funds	2 – 5 years	0%	30%
Long term funds	5 – 10 years	0%	10%

**5.11. Performance benchmarks**

The benchmark marked to market performance index is the Bloomberg AusBond Bank Bill Index and the official 11am Cash Rate.

It is Council's expectation that the performance of each investment will be greater than or equal to the applicable benchmark by sufficient margin to justify the investment considering its risks, liquidity and other benefits of the investment.

**5.12. Reporting**

The Chief Financial Officer will provide a monthly report to Council, detailing the investment portfolio in terms of performance and rate of return on the overall portfolio for the period, and will detail the purchase price, face value, current (market) value, credit rating and coupon/yield for each individual investment.

For audit purposes, the Chief Financial Officer must obtain certificates from the banks or fund managers confirming the amounts of investment held on Council's behalf on 30 June each year. All investments are to be appropriately recorded in Council's financial records and reconciled at least monthly.

**6. Review**

As part of Council's commitment to good governance and continuous improvement, this Policy must be reviewed and re-adopted by Council not less than once every four years or as Council otherwise determines in line with legislative requirements and policy changes.

# Council Policy

## Borrowing Policy



**Council Policy**  
Borrowing

**CONTROLLED DOCUMENT INFORMATION**

<b>ECM Number</b>	759795
<b>Document Owner</b>	Chief Financial Officer
<b>Document Development Officer</b>	Executive Manager Finance
<b>Review Timeframe</b>	4 Years
<b>Last Review Date</b>	February 2021
<b>Next Scheduled Review</b>	May 2029

Document History		
Date	Resolution No.	Details/Comments
3 June 2014	Res 14-258	Policy adopted by Council
18 April 2017	Res 17-117	Minor amendments (tabled at new term of council)
26 February 2021	Not Applicable	Minor amendments (position name changes & new template format)

Further Document Information and Relationships	
<b>Related Legislation*</b>	Local Government Act 1993 Local Government (General) Regulation 2021 Local Government Act 1993 – Ministerial Borrowing Order (Section 624) Local Government Circulars Local Government Code of Accounting Practice and Financial Reporting Australian Accounting Standards
<b>Related Policies</b>	Nil
<b>Related Documents</b>	Nil
<b>Note:</b> Any reference to Legislation will be updated in this Policy as required. See website <a href="http://www.legislation.nsw.gov.au/">http://www.legislation.nsw.gov.au/</a> for current Acts, Regulations and Environmental Planning Instruments.	

**Council Policy**  
Borrowing**Contents**

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## Council Policy

### Borrowing



#### 1. Purpose

Loan borrowings are an important source of funding for Council. The objective of this policy is to provide a structured and disciplined approach to the borrowing of monies for the purpose of funding new infrastructure and renewal of existing infrastructure.

This policy aims:

- To ensure that all borrowings are in accordance with legislative requirements
- To minimise the cost of borrowings
- To meet industry best practice regarding the Debt Service Ratio

#### 2. Commencement and Review

This Policy is effective from date of adoption by Council resolution and shall remain in force until repealed by resolution of Council.

#### 3. Scope and Application

This Policy applies to all Council staff, Councillors and contractors working on behalf of Council and applies to all new borrowings as well as existing loans.

Council shall not borrow from any source outside the Commonwealth of Australia nor in any currency other than Australian currency as prescribed in the Ministers Borrowing Order, section 624 of the Local Government Act 1993.

#### 4. Definitions

In this Council Policy, the following terms shall be interpreted as having the following meanings:

Term	Definition
<b>Borrowings</b>	means Parkes Shire Council.
<b>LTFP</b>	means the General Manager of Parkes Shire Council appointed under section 334 of the <i>Local Government Act 1993</i> .
<b>Act</b>	<i>Local Government Act, 1993</i> .
<b>OLG</b>	NSW Office of Local Government



## Council Policy

### Borrowing



#### 5. Policy Statement

Borrowings are an important source of funding for Council and all borrowings must be approved by Council resolution. All borrowings are to be in accordance with legislative requirements. This policy provides guidance and structure to the process.

The following objectives and principles under this policy:

- Council will not borrow funds for operating expenditure
- The project should be beneficial to the majority of ratepayers
- Council must ensure its ability to meet future repayment obligations
- All borrowings will be considered in accordance with Council's LTFP

The following items are to be carefully evaluated when considering proposed borrowings:

- The extent to which borrowing is an appropriate funding source for the capital expenditure in question
- Whether alternative sources of funding are available
- Current economic conditions
- That proposed borrowings are disclosed in the adopted Operational Plan
- Potential movements in interest rates and associated impacts on debt servicing costs
- Capacity of the funding institution
- Price competitiveness
- Efficiency in delivery of ongoing service and advice
- Cross relationship benefits in relation to pricing and delivery of other services from the lending institution
- Inter-generational equity considerations Current and future funding needs for both capital and operational expenditure

The term for all new borrowings to be raised shall be matched, where appropriate, to the life of the asset to which it relates.

Where surplus funds are available, any decision to repay borrowings ahead of schedule shall be made based on the facts available at that time. Any such decision must give due regard to the policy objective of minimising the overall debt servicing cost to Council.

#### 5.1. External Borrowings

All borrowings will be subject to Council Approval. Proposed borrowings outlined within the adopted annual Statement of Revenue Policy are considered to be approved for the purposes of obtaining quotations from Authorised Deposit-Taking Institutions (ADI). Borrowings not disclosed in the adopted Statement of Revenue Policy must be approved by Council prior to seeking quotations.

## Council Policy

### Borrowing



Authorised Deposit Taking Institutions (including T-Corp) may be invited to submit written quotations to meet Council's borrowing requirements. A minimum of three written quotations will be obtained for Council's approved loan borrowing from Authorised Deposit-Taking Institutions.

Appropriate and acceptable documentation must be provided to Council by any prospective lender during the EOI process. Written quotations must include the:

- Interest rate
- Term of the loan
- Repayment intervals (monthly, quarterly etc.)
- Repayment instalment amount and
- Any applicable fees

To ensure that Council is informed of the most current interest rate pricing, ADIs will be requested to provide updated pricing as near as possible to the date and time of the Ordinary Meeting.

The outcome of the EOI process (including updated interest rate pricing) will be reported to an Ordinary Meeting of Council with a recommendation to accept the most advantageous quotation.

A Council resolution is required to accept and enter into the loan contract with the successful ADI. The Council resolution is to include the specific details required to ensure the proper execution of loan documentation e.g. affixing the Common Seal of Council if required.

### 5.2. Internal Borrowings

An internal loan consists of surplus investment funds that are restricted to a particular purpose being borrowed for another purpose of Council. This process would involve a formal internal loan whereby borrowed funds would be repaid with interest to the reserve that has lent the funds.

Where the surplus funds have been derived from general revenue streams this decision can be made by resolution of Council.

Where the surplus funds have been derived from externally restricted revenue or from a special rate or charge, such loans require Ministerial approval prior to being entered into, in accordance with Section 410 of the Local Government Act 1993.

Internal loans and internally restricted funds are not required to be included in the proposed loan borrowing return submitted to the Office of Local Government.

## Council Policy

### Borrowing



#### 5.3. Overdraft Facilities

The Council has an overdraft facility with Westpac Banking Corporation. As there are costs involved in accessing the facility, it is not to be used for expected operating cash flow, and it is not to be used for long-term financing.

#### 5.4. Authority for Delegation

Section 377(1) (f) of the Local Government Act 1993 stipulates that Council cannot delegate the borrowing of money. No officer of Council is authorised to undertake the establishment of a new loan facility without the authorisation of Council. The authorisation is obtained following a formal resolution of Council. The Mayor and General Manager are responsible for signing all loan documentation with external parties subject to council approval.

Once authorisation has been obtained, authority for the implementation and adherence to this policy is delegated by Council to the General Manager in accordance with the Local Government Act 1993. The General Manager may, in turn, delegate the day-to-day management of Council's borrowings to the Chief Financial Officer.

#### 5.5. Prudent Person Standard

All borrowings will be managed with the care, diligence and skill that a prudent person would exercise. As trustees of public monies, officers delegated by the General Manager are to manage Council's borrowings to safeguard the loan register in accordance with the spirit of this Borrowing Policy, and not for speculative purposes.

#### 5.6. Reporting

The Chief Financial Officer will provide a monthly report to Council, detailing the loan portfolio in terms of each individual loan held, interest rate, loan term, maturity date, amount borrowed and principal loan outstanding.

For audit purposes, the Chief Financial Officer must obtain certificates from the banks confirming the amounts of loans owing by Council on 30 June each year. All borrowings are to be appropriately recorded in Council's financial records and reconciled at least monthly.

### 6. Review

As part of Council's commitment to good governance and continuous improvement, this Policy must be reviewed and re-adopted by Council not less than once every four years or as Council otherwise determines in line with legislative requirements and policy changes.

### 13.3 INVESTMENTS AND BORROWINGS REPORT AS AT 31 MAY 2025

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

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

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

**Author:** Luke Nash, Executive Manager Finance

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

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

#### RECOMMENDATION

That:

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

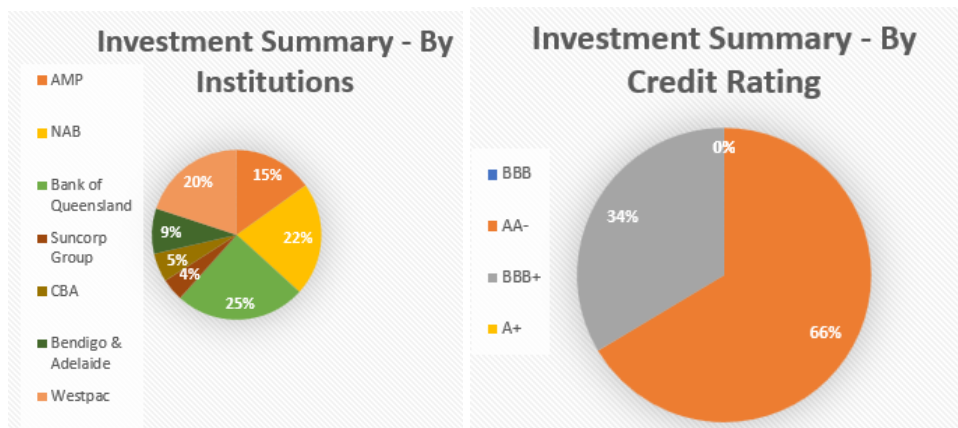
#### BACKGROUND

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

#### ISSUES AND COMMENTARY

The balance of Council's investments as of 31 May 2025 stands at \$46,275,995 and the principal outstanding on council's borrowings at \$20,066,590. Council's investments increased by \$4.58 million during May following receipt of several significant government grant payments, the Stevens Group payment and final rates instalments.

On 31 May 2025, Council's investment portfolio continues to yield 5.07 per cent per annum. Council's investments cover externally restricted cash reserves and internal restricted cash reserves. The following charts depict a summary of the investments held by Council based on the individual institutional exposure and credit rating of the institutions with which they are held.



## **LEGISLATIVE AND POLICY CONTEXT**

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

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

## **FINANCIAL IMPLICATIONS**

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

## **RISK IMPLICATIONS**

Council's investments are managed in accordance with Council's Investment Policy. As at the end of May, all counterparties were within the Policy limits. Overall, the portfolio is diversified amongst the investment grade spectrum with no exposure to unrated ADI's.

## **COMMUNITY CONSULTATION**

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

## **CONCLUSION**

The Chief Financial Officer has certified that the investments listed in the Investment Summary have been made in accordance with section 625 of the Act, clause 212 of the Regulation and Council's Investment Policy. Council's investments continue to focus on capital protection, as well as compliance with the Investment Policy, whilst actively seeking the best return allowable within these parameters. It is recommended that Council receive and note the Statement of Investments and Borrowings as on 31 May 2025.

Parkes Shire Council Investment Register as at 31 May 2025						
ADI/Issuer	Rating	Investment Type	Principal	Yield	Settlement Date	Maturity Date
AMP	BBB+	Term Deposit	2,000,000	5.20	14/08/2024	16/06/2025
Bank of Queensland	BBB+	Term Deposit	1,500,000	5.20	19/12/2024	19/06/2025
Bank of Queensland	BBB+	Term Deposit	1,500,000	5.20	19/12/2024	19/06/2025
AMP	BBB+	Term Deposit	500,000	5.20	19/08/2024	19/06/2025
NAB	AA-	Term Deposit	3,000,000	4.77	28/03/2025	30/06/2025
AMP	BBB+	Term Deposit	2,000,000	5.10	15/01/2025	15/07/2025
NAB	AA-	Term Deposit	500,000	4.50	22/04/2025	22/07/2025
Bendigo & Adelaide	A-	Term Deposit	2,000,000	4.89	31/01/2025	31/07/2025
NAB	AA-	Term Deposit	500,000	4.45	30/04/2025	29/08/2025
Bendigo & Adelaide	A-	Term Deposit	2,000,000	4.89	31/01/2025	29/08/2025
AMP	BBB+	Term Deposit	1,500,000	5.05	9/01/2025	9/10/2025
AMP	BBB+	Term Deposit	1,000,000	4.50	15/05/2025	15/10/2025
Bank of Queensland	A-	Term Deposit	1,500,000	4.64	17/04/2025	17/10/2025
NAB	AA-	Term Deposit	1,500,000	4.25	29/05/2025	29/10/2025
NAB	AA-	Term Deposit	1,000,000	4.30	30/05/2025	30/10/2025
Bank of Queensland	A-	Term Deposit	2,000,000	4.44	15/05/2025	17/11/2025
Suncorp Group	AA-	Term Deposit	1,000,000	4.98	23/01/2025	24/11/2025
NAB	AA-	Term Deposit	1,500,000	5.10	27/11/2024	27/11/2025
Suncorp Group	AA-	Term Deposit	1,000,000	4.58	29/04/2025	28/11/2025
Bank of Queensland	A-	Term Deposit	1,500,000	4.29	29/05/2025	28/11/2025
Bank of Queensland	A-	Term Deposit	1,500,000	4.34	19/05/2025	19/01/2026
NAB	AA-	Term Deposit	1,000,000	4.30	15/05/2025	16/02/2026
NAB	AA-	Term Deposit	1,000,000	4.30	19/05/2025	19/02/2026
CBA	AA-	Floating Rate Note (Fixed)	1,012,562	4.20	18/08/2022	18/08/2025
Bank of Queensland	BBB+	Floating Rate Note	2,014,900	5.04	21/04/2022	29/10/2025
CBA	AA-	Floating Rate Note	1,515,825	5.39	11/01/2022	14/01/2027
Westpac	AA-	Cash at Call - Main	2,383,833	At Call		
Westpac	AA-	Cash at Call - Maxi	6,848,875	At Call		
<b>Total</b>			<b>46,275,995</b>			

Investment Balances by Type			
Term Deposit	32,500,000		
Floating Rate Note	4,543,287	37,043,287	Investments
Cash at Call - Main	2,383,833		
Cash at Call - Maxi	6,848,875	9,232,708	Cash
<b>Total Balance - 31/05/2025</b>	<b>46,275,995</b>		

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

Signed: *Jaco Barnard*

Parkes Shire Council Loan Register as at 31 May 2025							
Borrower (by Purpose)	Lender	System Loan No.	Loan Term Years	Date of Maturity	Interest Rate	Original Amount Borrowed \$	Principal Outstanding as 31 May 2025
<b>General Fund</b>							
Airport Runway Rehabilitation	NAB	1	20	2030	8.21%	\$ 2,000,000	828,365.73
30 Welcome Street	NAB	3	20	2030	8.21%	\$ 500,000	207,091.43
Henry Parkes Centre	NAB	4	20	2030	8.01%	\$ 950,000	420,863.52
Community Infrastructure, Drainage Projects and IT	TCorp	10	10	2026	3.485%	\$ 2,220,000	2,220,000.00
Transport Infrastructure	TCorp	11	10	2028	3.670%	\$ 3,000,000	3,000,000.00
Land Development	TCorp	12	10	2044	5.730%	\$ 4,000,000	3,889,046.28
<b>Total General Fund</b>						<b>\$ 12,670,000</b>	<b>10,565,366.96</b>
<b>Sewer Fund</b>							
Parkes Sewer Treatment Plant	TCorp	7	10	2026	2.90	\$ 4,000,000	4,000,000.00
<b>Total Sewer Fund</b>						<b>\$ 4,000,000</b>	<b>4,000,000.00</b>
<b>Water Fund</b>							
Parkes Water Treatment Plant	TCorp	9	20	2036	3.045	\$ 8,500,000	5,501,222.80
<b>Total Water Fund</b>						<b>\$ 8,500,000</b>	<b>5,501,222.80</b>
<b>Total All Funds</b>						<b>\$ 25,170,000</b>	<b>20,066,589.76</b>



**13.4 MONTHLY FINANCIAL REPORTS AS AT 31 MAY 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 - Directors Report - May 2025** [↓](#)  
**B. Annexure B - Directors Report - May 2025 (Functions)** [↓](#)

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**RECOMMENDATION**

That Council:

1. Receive and note the year-to-date financial reports for the period up to 31 May 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 2024-25 operational budget, which programs the plan to achieve the actions, and strategic objectives set within Council's delivery plan.

**ISSUES AND COMMENTARY**

Council has achieved an unfavourable consolidated net operating result of \$10.1m at the end of May. The general fund reflected a loss of \$10.4m, the water fund reflected a profit of \$449k while the sewer fund reflected a loss of \$151k. The year-to-date income was \$6.7m more than budgeted, while the cash expenses were \$7m more than budgeted. Depreciation was \$1.8m more than budgeted.

The consolidated net operating loss was \$2.1m more than budgeted.

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

**Annexure B** provides more detailed commentary into the financial performance of the organisation for the period ending 31 May 2025 compared to the adopted budget. This report provides details on how the different functions of the council compared to budget.

## **LEGISLATIVE AND POLICY CONTEXT**

Local Government Act (section 8B)

## **FINANCIAL IMPLICATIONS**

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

**PSC Income Statement 2024/2025**  
**May Year to Date**

	Consolidated			General Fund			Water Fund			Sewer Fund			Financial Commentary
	Act \$'000	Budget \$'000	Variance \$'000	Act \$'000	Budget \$'000	Variance \$'000	Act \$'000	Budget \$'000	Variance \$'000	Act \$'000	Budget \$'000	Variance \$'000	
Rates and annual charges	28,421	28,017	404	19,468	19,372	95	5,391	5,565	(174)	3,562	3,079	483	Rates (-\$228k), Waste (+\$330k), Water Access Charge (-\$174k), Sewer Access Charge (+\$482k).
User charges and fees	11,764	10,249	1,515	5,583	5,044	539	5,537	4,818	720	644	387	257	RMCC (+\$239k), Planning (-\$78k), Waste (+\$302k), Events (-\$129k), Airport (+\$105k) Family Day Care (+\$127k). NPM Usage (+\$121k), Residential water usage (+\$568k), Sewer Usage (+\$229k).
Interest and investment revenue	1,946	990	956	1,451	859	591	354	78	276	141	52	89	Higher cash balance due to prepaid grants.
Other revenues	1,630	1,071	559	1,551	947	604	59	84	(25)	20	40	(20)	Workers Comp (+\$137k), Recycle (-\$42k), Planning (+\$40k), Fuel Rebate (-\$60k), Rent Received (+\$162k), Airport (+\$40k), Pools (+\$72k), Legal Fees (+\$182k), Events (-\$39k).
Grants and contributions provided for opex	8,462	5,182	3,280	8,462	5,182	3,280	0	0	0	0	0	0	Family DC (+\$196k), R2R (+\$737k), FAGS Roads (+\$433k), Storm Damage (+\$264k), DRP (+\$250k), Drought Resilience (+\$40k), Flood (+\$132k), FAGS (+\$918k), Regional Housing (+\$186k)
<b>Income</b>	<b>52,223</b>	<b>45,509</b>	<b>6,715</b>	<b>36,514</b>	<b>31,405</b>	<b>5,109</b>	<b>11,342</b>	<b>10,545</b>	<b>797</b>	<b>4,367</b>	<b>3,559</b>	<b>809</b>	
Employee Cost	19,442	17,490	(1,952)	16,641	14,860	(1,781)	1,543	1,498	(45)	1,258	1,133	(126)	Events & EcDev (-\$341k), Training (+\$153k), W&S (-\$1.3m), GM (-\$129k), WF (-\$45k), SF (-\$126k).
Materials & Consumables	4,288	3,384	(904)	3,718	2,828	(890)	401	373	(28)	169	183	14	Roads Maintenance (-\$970k).
External Services	12,715	11,639	(1,076)	11,520	10,480	(1,040)	735	829	94	460	330	(130)	Road maintenance (-\$1.5m), Corporate Services (+\$624k), Waste (-\$254k), Planning (+\$267k), WF (+\$94k) SF (- \$130k).
Water, Electricity & Statutory	2,973	3,345	372	1,039	1,307	268	1,776	1,878	101	158	160	3	
IT & Communications	438	270	(168)	428	270	(158)	0	0	0	7	0	(7)	Mobile and Internet Cost (-\$145k)
Insurance	935	884	(51)	935	884	(51)	0	0	0	0	0	0	
Administration	3,463	3,021	(442)	3,010	2,726	(284)	422	281	(141)	31	15	(16)	Timing of Licence & Rego (-\$42k), Software (-\$430k)
Travel & Entertainment	305	266	(39)	286	237	(48)	18	24	6	1	4	3	
Financials	432	311	(121)	426	311	(115)	6	0	(6)	0	0	0	
Internal Charges	(527)	(2,522)	(1,995)	(2,731)	(4,760)	(2,029)	1,453	1,527	74	751	710	(41)	Under capitalisation of internal plant due to storm damage work.
Interest Paid	762	590	(172)	494	322	(172)	159	162	3	109	106	(2)	Harrowvale Loan.
Cost of Assets Sold	554	0	(554)	542	0	(542)	11	0	(11)	0	0	0	
Sale Proceeds of Assets	(2,046)	(1,975)	71	(1,966)	(1,975)	(9)	(31)	0	31	(49)	0	49	Industrial Land (+\$778k) Rose Street (-\$1.4m) and Sale of plant and equipment (+\$678k).
<b>Expenses</b>	<b>43,733</b>	<b>36,703</b>	<b>(7,030)</b>	<b>34,342</b>	<b>27,490</b>	<b>(6,852)</b>	<b>6,493</b>	<b>6,571</b>	<b>79</b>	<b>2,895</b>	<b>2,641</b>	<b>(253)</b>	
<b>Cash profit for the year</b>	<b>8,491</b>	<b>8,806</b>	<b>(316)</b>	<b>2,172</b>	<b>3,915</b>	<b>(1,743)</b>	<b>4,850</b>	<b>3,974</b>	<b>876</b>	<b>1,473</b>	<b>917</b>	<b>555</b>	
<b>Depreciation</b>	<b>18,626</b>	<b>16,823</b>	<b>(1,803)</b>	<b>12,602</b>	<b>11,182</b>	<b>(1,420)</b>	<b>4,400</b>	<b>4,245</b>	<b>(155)</b>	<b>1,624</b>	<b>1,396</b>	<b>(228)</b>	Due to indexation of assets.
<b>Net Operation result as at May</b>	<b>(10,135)</b>	<b>(8,017)</b>	<b>(2,119)</b>	<b>(10,430)</b>	<b>(7,267)</b>	<b>(3,162)</b>	<b>449</b>	<b>(271)</b>	<b>721</b>	<b>(151)</b>	<b>(478)</b>	<b>327</b>	

**General Fund Income Statement 2024/2025**  
**May Year to Date**

	<b>General Fund</b>			<b>Financial Commentary</b>	
	<b>Act</b>	<b>Budget</b>	<b>Variance</b>		
	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>		
Rates and annual charges	19,468	19,372	95	Rates (-\$228k), Waste (+\$330k), Water Access Charge (-\$174k), Sewer Access Charge (+\$482k).	
User charges and fees	5,583	5,044	539	RMCC (+\$239k), Planning (-\$78k), Waste (+\$302k), Events (-\$129k), Airport (+\$105k) Family Day Care (+\$127k). NPM Usage (+\$121k), Residential water usage (+\$568k), Sewer Usage (+\$229k).	
Interest and investment revenue	1,451	859	591	Higher cash balance due to prepaid grants.	
Other revenues	1,551	947	604	Workers Comp (+\$137k), Recycle (-\$42k), Planning (+\$40k), Fuel Rebate (-\$60k), Rent Received (+\$162k), Airport (+\$40k), Pools (+\$72k), Legal Fees (+\$182k), Events (-\$39k).	
Grants and contributions provided for opex	8,462	5,182	3,280	Family DC (+\$196k), R2R (+\$737k), FAGS Roads (+\$433k), Storm Damage (+\$264k), DRP (+\$250k), Drought Resilience (+\$40k), Flood (+\$132k), FAGS (+\$918k), Regional Housing (+\$186k)	
<b>Income</b>	<b>36,514</b>	<b>31,405</b>	<b>5,109</b>		
Council and Corporate	4,686	1,495	(3,191)	Internal Charges (-\$2m), Timing of Licence & Rego (-\$42k), Software (-\$430k), Mobile and Internet Cost (-\$145k), Interest Paid (-\$172k), Industrial Land (+\$778k) Rose Street (-\$1.4m) and Sale of plant and equipment (+\$678k).	
Transport - Sealed	6,384	5,537	(847)	TfNSW Fixing Local Roads Pothole Repair	
Transport - RMCC	5,622	2,945	(2,677)	TfNSW Fixing Local Roads Pothole Repair	
Stormwater	551	274	(277)	Grant funded stormwater studies	
Waste Management	3,489	3,201	(289)	Contract escalation	
Planning & Environment	2,121	2,275	154		
Airport	327	231	(96)		
Parks, Sportfields, Cemeteries and Ammenities	3,095	2,967	(128)		
Economy and Communications	1,065	1,254	189		
Emergency Services	664	700	36		
Libraries and culture	760	903	143		
Swimming Pools	916	908	(8)		
Caravan Park	241	311	70		
Events	2,345	2,257	(88)		
Central West Children Services	2,076	2,232	157		
<b>Expenses</b>	<b>34,342</b>	<b>27,490</b>	<b>(6,852)</b>		
<b>Cash profit for the year</b>	<b>2,172</b>	<b>3,915</b>	<b>(1,743)</b>		
<b>Depreciation</b>	<b>12,602</b>	<b>11,182</b>	<b>(1,420)</b>	Due to indexation of assets.	
<b>Net Operation result as at May</b>	<b>(10,430)</b>	<b>(7,267)</b>	<b>(3,163)</b>		

**14 REPORTS OF THE DIRECTOR CUSTOMER, CORPORATE SERVICES AND ECONOMY****14.1 REQUEST FOR FINANCIAL ASSISTANCE UNDER EVENTS FINANCIAL ASSISTANCE PROGRAM ROUND 1 - 2025/2026****IP&R Linkage:** Pillar: Community**Goal:** Our community is creative, proud and has a strong sense of belonging.**Strategy:** Deliver and support events, festivals and celebrations that promote engaged citizenship and foster community pride.**Author:** Carolina Cruz, Events and Festivals Specialist**Authoriser:** Anthony McGrath, Director Customer, Corporate Services and Economy**Annexures:**  
**A.** Recommendation \_Events Financial Assistance Program (EFAP) – Community Event Fund [↓](#)  
**B.** Recommendation \_Events Financial Assistance Program (EFAP) – Destination Event Fund [↓](#)

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**RECOMMENDATION**

That Council:

1. Receive and note the internal assessment of applications for EFAP Round 1 2025/2026, appended at *Annexure A* and *B*.
  2. Endorse the provision of up to \$57,500 in financial and in-kind assistance to support the delivery of the events proposed by the successful applicants of EFAP Round 1 – 2025/2026 as outlined in the report.
- 

**BACKGROUND**

The Events Financial Assistance Program (EFAP) was developed to provide consistent and transparent support for events that promote civic pride, community engagement and economic growth across Parkes Shire. Round one for the 2025–2026 budget year received a total of seven applications: five under the Community Events Fund and two under the Destination Events Fund.

Applications were assessed in accordance with the EFAP Guidelines (March 2025), including the Evaluation Matrix tools aligned with Council's Community Strategic Plan 2035+ and Quadruple Bottom Line principles.

Only events requesting more than \$10,000 and achieving over 90 percent compliance require escalation to Council. As all events fall below this threshold or did not meet the compliance score, they are presented for noting and endorsement.

**ISSUES AND COMMENTARY**

The recommended events reflect a diverse and balanced mix of community-driven and tourism-oriented initiatives. They demonstrate strong alignment with the strategic goals of Council by activating public spaces, fostering inclusivity, supporting the local economy, and encouraging volunteerism and cultural participation.

All proposed funding allocations have been reviewed and recommended by the internal Evaluation Panel. Documentation gaps (such as missing quotes or Public Liability Insurance) are noted with conditions attached to funding disbursement.

**Recommended Funding Allocations:****Community Events Fund:**

1. Central West Lachlan Landcare Inc. – *Homegrown Parkes*: \$10,000
2. Parkes Ministers Association – *Carols in the Park*: \$8,500 (pending submission of Public Liability Insurance)
3. Central West Car Club – *CWCC Show 'n Shine*: \$5,000
4. Parkes Shire Concert Band Inc. – *30th Anniversary Celebration*: \$10,000
5. Parkes Action Club Inc. – *Christmas Parade & Carnival*: \$7,500

**Destination Events Fund:**

1. Goodnessgravel (twowheeltours) – *Goodnessgravel Parkes*: \$6,500
2. Trundle Bush Tucker Day Inc. – *Trundle Bush Tucker Day 2025*: \$10,000

**LEGISLATIVE AND POLICY CONTEXT**

This report aligns with Section 6.5 of Council's Financial Assistance Policy and the Local Government Act 1993. The EFAP Guidelines endorsed by Council on 25 March 2025 govern the assessment and distribution of all funding allocations presented. Council has allocated a budget for the program in the 2025/2026 budget year and can therefore distribute the funds to the successful applicants without further community consultation.

**FINANCIAL IMPLICATIONS**

The total recommended allocation across both funding streams is \$57,500. All allocations fall within the approved Events Financial Assistance Program budget for the 2025 - 2026 budget year, which is \$125,000. No additional or unbudgeted expenditure is proposed.

**RISK IMPLICATIONS**

Applications were assessed on risk preparedness, including event viability, regulatory approvals, and Public Liability Insurance. Identified documentation gaps are managed through conditional funding approval and follow-up requirements. Events not meeting these requirements will not receive disbursement until resolved.

**COMMUNITY CONSULTATION**

There are no community consultation requirements for Council associated with this report. All applications were submitted through a public call and assessed internally.

## Events Financial Assistance Program (EFAP) – Destination Event Fund

### Internal Funding Recommendation Report

May 2025

Prepared by: Carolina Cruz, Events and Festivals Specialist

Date: 13 May 2025

### Purpose

To provide an evaluation summary and funding recommendations for applications of the Events Financial Assistance Program (EFAP) - Destination Event Fund.

### Background

Two applications were received under the Destination Event Fund in this round. Both applications were assessed against the approved **EFAP Destination Fund Evaluation Matrix**, in line with the Guidelines (ECM# 1921895).

Under the program:

- 1) The maximum funding per application is \$10,000.
- 2) Applications scoring  $\geq 90\%$  ( $\geq 81/90$ ) must be escalated to Council for resolution.

### Assessment Summary

#	Organisation	Event	Amount Requested	Score	%	Recommendation
1	goodnessgravel (twowheeltours)	goodnessgravel Parkes	\$6,500	78/90	86.7%	Recommend full funding of \$6,500. Strong alignment with DMP and tourism objectives.
2	Trundle Bush Tucker Day Inc.	Trundle Bush Tucker Day 2025	\$10,000	89/90	98.9%	Recommend escalation to Council for approval of \$10,000. Exceptional economic and community impact.





### Budget Summary

**Total Requested:** \$16,500

**Total Recommended:** \$16,500 (subject to conditions outlined below)

### Conditions and Notes

**1) Goodnessgravel Parkes:**

Applicant must confirm Public Liability Insurance coverage meets legal standards (Swiss policy).

Standard funding agreement to be signed.

No regulatory approval issues noted.

**2) Trundle Bush Tucker Day 2025:**

Certificate of Currency submitted shows \$1M liability – must be upgraded to \$20M to meet EFAP requirement.

Escalate to Council for formal endorsement due to high score (98.9%).

Standard funding agreement and acquittal process to apply.

### Recommendation

That the Evaluation Panel endorses the following actions:

- 1) Approve funding of \$6,500 to goodnessgravel Parkes.
- 2) Escalate the Trundle Bush Tucker Day 2025 application to Council for approval of \$10,000, subject to upgrade of PLI coverage.

Once endorsed, successful applicants will be formally notified, and funding agreements prepared for execution.



## Assessment of the Application: Goodnessgravel Parkes

### 1. Assessment Against EFAP Guidelines

Based on the submitted documents and criteria from the *Events Financial Assistance Program – Destination Fund* guidelines:

Requirement	Met?	Evidence
Event conducted within Parkes Shire	✓	Event location specified in application
Attracts overnight visitation	✓	85% of participants from out of region, many stay 2 nights
Engages local tourism industry	✓	Use of accommodation, catering, volunteers
Held outside peak season	✓	Scheduled for November, outside of peak visitation periods
Budget provided	✓	Budget included (loss of \$5,135 without support)
PLI to \$20 million	✓	Certificate provided
Risk Assessment	✓	Document provided and comprehensive
Event Management Plan/Marketing Plan	✓	Marketing Plan included
Community support / partnerships	✓	Local groups engaged (Lions, Rotary, RFS)
Not funded by other Council grants	✓	Declaration made in application

→ Outcome: Eligible for assessment.

### 2. Individual Evaluation Matrix Score (out of 90)

**Applicant:** goodnessgravel, a division of twowheeltours

**Event:** goodnessgravel Parkes

**Event Dates:** 1–2 November 2025

**Funding Requested:** \$6,500

**Event Type:** Sporting and Recreation

**Location:** Harrison Park and surrounding gravel roads, Parkes Shire

**Total Event Budget:** \$21,135

**Estimated Attendance:** 175 riders (+ guests)

**Estimated Economic Impact:** \$90,000–\$100,000

**Accommodation Nights:** 2+ nights for 85% of attendees

Using the *Destination Fund Evaluation Matrix*, here is the score:

#### A. Economic Benefits (Score out of 15)

- <1,000 attendees → 1



- Entry fee charged → 1
- Appeal = Age group and some universal appeal (gravel riding community) → 2
- Economic uplift = \$100,000 vs \$6,500 requested → 2
- Accommodation spend = 2+ nights × 85% of 175 riders = 2
- Event held in quiet season + unique → 3

**Subtotal: 11/15**

**B. Destination Awareness (Score out of 27)**

- Brand alignment with DMP + tourism pillars → 9
- Focus on out-of-region tourists, proven track record → 9
- Marketing activities to promote Parkes and surrounding area → 9

**Subtotal: 27/27**

**C. Event Legacy (Score out of 7)**

- Growth potential → 2
- No other funding sources → 1
- Previously held in Parkes → 2
- Strong business proposal (detailed and justified) → 1

**Subtotal: 6/7**

**D. Community Connection and Stakeholder Engagement (Score out of 13)**

- Community partnerships (Lions, Rotary, RFS) → 2
- Local group involvement → 3 (more than 2 groups)
- Volunteer opportunities → 2
- First Nations involvement (Acknowledgement of Country) → 2

**Subtotal: 9/13**

**E. Community Strategic Plan Alignment (Score out of 14)**

- Welcoming spaces → 2
- Community pride → 2
- Volunteerism → 2
- Wiradjuri culture acknowledgment → 2
- Accessibility attitudes → 2
- Access to activities → 2
- Visitor economy support → 2

**Subtotal: 14/14**

**F. Quadruple Bottom Line Alignment (Score out of 8)**

- Social sustainability → 2
- Environmental protection (no infrastructure needed, no littering) → 2
- Economic sustainability → 2
- Civic leadership/transparency → 2

**Subtotal: 8/8**

**G. Council Support (Score out of 6)**

- Previously supported → 0
- Less than 2 years → 2
- Not supported more than 2 years → 1

**Subtotal: 3/6**

**Final Score:**

**Total = 78 / 90**

**Weighted Score = 86.7%**



### Strengths of the Application

- Strong alignment with Council's Destination Management Plan.
- Promotes overnight visitation and spending across two days.
- Well-developed marketing plan with brand alignment, ambassador engagement, and proven external reach.
- Solid community partnerships with Rotary, Lions, RFS, local musicians, and businesses.
- Clear risk and contingency planning
- Addresses environmental sustainability by using existing infrastructure only.
- Received Council support and endorsement via email

### Weaknesses / Considerations

- The event is not financially viable without external support, and no other confirmed funding has been secured to date.

### 3. Recommendation:

#### Recommended for Funding

This application demonstrates strong alignment with Destination Fund objectives, high return on investment, established community and economic benefits, and thorough planning and risk management. Partial or full funding is justified.

### Assessment of the Application: Trundle Bush Tucker Day 2025

#### 1. Assessment Against EFAP Guidelines

Based on the submitted documents and criteria from the *Events Financial Assistance Program – Destination Fund* guidelines:

Requirement	Met?	Evidence
Event in Parkes Shire	✓	Trundle Showgrounds listed as venue
Attracts overnight visitation from outside Parkes	✓	3000+ visitors, many from 154+ postcodes, 2+ nights stay
Engages local tourism industry	✓	Use of local hotels, eateries, vendors, and tours
Timing outside peak season	✓	Held in September
Public Liability Insurance (\$20M)	✓	Document attached (referenced in application)
Event Management & Risk Plans	✓	Comprehensive documents provided
Budget with income & expenditure provided	✓	Profit and loss spreadsheet confirms \$93,688 projected profit



Financial viability with or without funding	✓	Confirmed in application
Community partnership & volunteer engagement	✓	Extensive partnerships and volunteer involvement
First Nations engagement	✓	Dyagang Boys performance, Acknowledgement to Country

→ Outcome: Eligible and well-supported application.

## 2. Individual Evaluation Matrix Score (out of 90)

**Applicant:** Trundle Bush Tucker Day Inc.  
**Event:** *Trundle Bush Tucker Day 2025*  
**Event Date:** 6 September 2025  
**Funding Requested:** \$10,000  
**Event Type:** Community Cultural Heritage  
**Location:** Trundle Showground, Trundle NSW  
**Total Event Budget:** \$165,766  
**Estimated Attendance:** 2,500–3,000  
**Estimated Economic Uplift:** \$2.13 million

**Accommodation Nights:** 2+ per attendee

Using the *Destination Fund Evaluation Matrix*, here is the score:

### A. Economic Benefits (/15)

- Expected attendees: 2,500–3,000 → 2
- Entry fee charged: Yes → 1
- Family friendly + all ages → 3
- Economic uplift: \$2,130,000 uplift vs \$10,000 requested → 2
- Accommodation spend: 2+ nights per attendee → 2
- Event timing & uniqueness: Held in quiet season & unique format → 3

**Subtotal:** 13/15

### B. Destination Awareness (/27)

- Brand alignment/marketing plan: Extensive and highly aligned with DMP + cultural heritage → 9
- Target market appeal: Focused on attracting out-of-region visitors, proven track record of 150+ postcodes → 9
- Promotion & brand exposure: Strong media, social, TV ads, and tourism collabs → 9

**Subtotal:** 27/27

### C. Event Legacy (/7)

- Event growth potential: Yes → 2
- Funding diversity: No other current sources → 1
- Event history: Yes, long-standing → 2
- Strong business case: Yes, with \$93,688 projected profit → 1

**Subtotal:** 6/7

### D. Community Connection & Stakeholder Engagement (/13)

- Community partnerships: Broad, across schools, service groups, and vendors → 2
- Local group involvement: 3+ groups (St Pat's P&F, RFS, Pony Club, Lions, etc.) → 3
- Volunteer opportunities: Extensive → 2



- First Nations involvement: Dyagang Boys + cultural programming → 2

**Subtotal: 9/13**

**E. Community Strategic Plan Alignment (/14)**

- Welcoming public spaces → 2
- Citizenship/pride → 2
- Volunteerism → 2
- Wiradjuri culture celebrated → 2
- Disability inclusion behaviours → 2
- Disability access improvements → 2
- Visitor economy promotion → 2

**Subtotal: 14/14**

**F. Quadruple Bottom Line Alignment (/8)**

- Social sustainability → 2
- Environmental initiatives (sustainable waste, heritage, recycling) → 2
- Economic sustainability → 2
- Transparent governance and planning → 2

**Subtotal: 8/8**

**G. Council Support (/6)**

- Previously supported → 0
- Supported for more than 2 years → 0
- Supported less than 2 years → 0

**Subtotal: 0/6**

**Final Score:**

**Total = 77 / 90**

**Weighted Score = 85.5%**

**Strengths of the Application**

- High-calibre cultural event celebrating bush heritage and traditional Australian food.
- Strong history of attendance from over 150 postcodes across Australia
- Well-developed marketing strategy, including TV, radio, social media, print, and tourism partners
- Extensive local business involvement, including accommodation, food vendors, fencing, staging, medical, and security services
- First Nations engagement through the Dyagang Boys' performance and Acknowledgement to Country.
- Highly detailed risk management plan and event management plan
- Contingency planning includes weather events, pandemic response, and headline act cancellation
- Strong council endorsement and community support, including letters from the Mayor, Phil Donato MP, and various local organisations.
- Proven track record of philanthropic community reinvestment, donating to over 20 community groups in 2024 alone2024 Donation List.

**Weaknesses / Considerations**

- The Certificate of Public Liability Insurance lists a \$1 million liability cap. EFAP guidelines typically expect \$20 million cover. Applicant should be asked to confirm or upgrade coverage.
- The event has received Council funding previously; however, it has demonstrated continued growth, inclusivity, and regional impact.



### 3. Recommendation:

#### **Recommended for Full Funding (\$10,000)**

The application for Trundle Bush Tucker Day 2025 demonstrates outstanding alignment with the Destination Events Fund criteria. It offers significant economic return (\$2.1M uplift), community engagement, tourism branding, and strategic fit with Parkes Shire's broader goals.



## Events Financial Assistance Program (EFAP) – Destination Event Fund

### Internal Funding Recommendation Report

May 2025

Prepared by: Carolina Cruz, Events and Festivals Specialist

Date: 13 May 2025

### Purpose

To provide an evaluation summary and funding recommendations for applications of the Events Financial Assistance Program (EFAP) - Destination Event Fund.

### Background

Two applications were received under the Destination Event Fund in this round. Both applications were assessed against the approved **EFAP Destination Fund Evaluation Matrix**, in line with the Guidelines (ECM# 1921895).

Under the program:

- 1) The maximum funding per application is \$10,000.
- 2) Applications scoring  $\geq 90\%$  ( $\geq 81/90$ ) must be escalated to Council for resolution.

### Assessment Summary

#	Organisation	Event	Amount Requested	Score	%	Recommendation
1	goodnessgravel (twowheeltours)	goodnessgravel Parkes	\$6,500	78/90	86.7%	Recommend full funding of \$6,500. Strong alignment with DMP and tourism objectives.
2	Trundle Bush Tucker Day Inc.	Trundle Bush Tucker Day 2025	\$10,000	89/90	98.9%	Recommend escalation to Council for approval of \$10,000. Exceptional economic and community impact.



### Budget Summary

**Total Requested:** \$16,500

**Total Recommended:** \$16,500 (subject to conditions outlined below)

### Conditions and Notes

**1) Goodnessgravel Parkes:**

Applicant must confirm Public Liability Insurance coverage meets legal standards (Swiss policy).

Standard funding agreement to be signed.

No regulatory approval issues noted.

**2) Trundle Bush Tucker Day 2025:**

Certificate of Currency submitted shows \$1M liability – must be upgraded to \$20M to meet EFAP requirement.

Escalate to Council for formal endorsement due to high score (98.9%).

Standard funding agreement and acquittal process to apply.

### Recommendation

That the Evaluation Panel endorses the following actions:

- 1) Approve funding of \$6,500 to goodnessgravel Parkes.
- 2) Escalate the Trundle Bush Tucker Day 2025 application to Council for approval of \$10,000, subject to upgrade of PLI coverage.

Once endorsed, successful applicants will be formally notified, and funding agreements prepared for execution.



## Assessment of the Application: Goodnessgravel Parkes

### 1. Assessment Against EFAP Guidelines

Based on the submitted documents and criteria from the *Events Financial Assistance Program – Destination Fund* guidelines:

Requirement	Met?	Evidence
Event conducted within Parkes Shire	✓	Event location specified in application
Attracts overnight visitation	✓	85% of participants from out of region, many stay 2 nights
Engages local tourism industry	✓	Use of accommodation, catering, volunteers
Held outside peak season	✓	Scheduled for November, outside of peak visitation periods
Budget provided	✓	Budget included (loss of \$5,135 without support)
PLI to \$20 million	✓	Certificate provided
Risk Assessment	✓	Document provided and comprehensive
Event Management Plan/Marketing Plan	✓	Marketing Plan included
Community support / partnerships	✓	Local groups engaged (Lions, Rotary, RFS)
Not funded by other Council grants	✓	Declaration made in application

→ Outcome: Eligible for assessment.

### 2. Individual Evaluation Matrix Score (out of 90)

**Applicant:** goodnessgravel, a division of twowheeltours

**Event:** goodnessgravel Parkes

**Event Dates:** 1–2 November 2025

**Funding Requested:** \$6,500

**Event Type:** Sporting and Recreation

**Location:** Harrison Park and surrounding gravel roads, Parkes Shire

**Total Event Budget:** \$21,135

**Estimated Attendance:** 175 riders (+ guests)

**Estimated Economic Impact:** \$90,000–\$100,000

**Accommodation Nights:** 2+ nights for 85% of attendees

Using the *Destination Fund Evaluation Matrix*, here is the score:

#### A. Economic Benefits (Score out of 15)

- <1,000 attendees → 1



- Entry fee charged → 1
- Appeal = Age group and some universal appeal (gravel riding community) → 2
- Economic uplift = \$100,000 vs \$6,500 requested → 2
- Accommodation spend = 2+ nights × 85% of 175 riders = 2
- Event held in quiet season + unique → 3

**Subtotal: 11/15**

**B. Destination Awareness (Score out of 27)**

- Brand alignment with DMP + tourism pillars → 9
- Focus on out-of-region tourists, proven track record → 9
- Marketing activities to promote Parkes and surrounding area → 9

**Subtotal: 27/27**

**C. Event Legacy (Score out of 7)**

- Growth potential → 2
- No other funding sources → 1
- Previously held in Parkes → 2
- Strong business proposal (detailed and justified) → 1

**Subtotal: 6/7**

**D. Community Connection and Stakeholder Engagement (Score out of 13)**

- Community partnerships (Lions, Rotary, RFS) → 2
- Local group involvement → 3 (more than 2 groups)
- Volunteer opportunities → 2
- First Nations involvement (Acknowledgement of Country) → 2

**Subtotal: 9/13**

**E. Community Strategic Plan Alignment (Score out of 14)**

- Welcoming spaces → 2
- Community pride → 2
- Volunteerism → 2
- Wiradjuri culture acknowledgment → 2
- Accessibility attitudes → 2
- Access to activities → 2
- Visitor economy support → 2

**Subtotal: 14/14**

**F. Quadruple Bottom Line Alignment (Score out of 8)**

- Social sustainability → 2
- Environmental protection (no infrastructure needed, no littering) → 2
- Economic sustainability → 2
- Civic leadership/transparency → 2

**Subtotal: 8/8**

**G. Council Support (Score out of 6)**

- Previously supported → 0
- Less than 2 years → 2
- Not supported more than 2 years → 1

**Subtotal: 3/6**

**Final Score:**

**Total = 78 / 90**

**Weighted Score = 86.7%**



### Strengths of the Application

- Strong alignment with Council's Destination Management Plan.
- Promotes overnight visitation and spending across two days.
- Well-developed marketing plan with brand alignment, ambassador engagement, and proven external reach.
- Solid community partnerships with Rotary, Lions, RFS, local musicians, and businesses.
- Clear risk and contingency planning
- Addresses environmental sustainability by using existing infrastructure only.
- Received Council support and endorsement via email

### Weaknesses / Considerations

- The event is not financially viable without external support, and no other confirmed funding has been secured to date.

### 3. Recommendation:

#### Recommended for Funding

This application demonstrates strong alignment with Destination Fund objectives, high return on investment, established community and economic benefits, and thorough planning and risk management. Partial or full funding is justified.

### Assessment of the Application: Trundle Bush Tucker Day 2025

#### 1. Assessment Against EFAP Guidelines

Based on the submitted documents and criteria from the *Events Financial Assistance Program – Destination Fund* guidelines:

Requirement	Met?	Evidence
Event in Parkes Shire	✓	Trundle Showgrounds listed as venue
Attracts overnight visitation from outside Parkes	✓	3000+ visitors, many from 154+ postcodes, 2+ nights stay
Engages local tourism industry	✓	Use of local hotels, eateries, vendors, and tours
Timing outside peak season	✓	Held in September
Public Liability Insurance (\$20M)	✓	Document attached (referenced in application)
Event Management & Risk Plans	✓	Comprehensive documents provided
Budget with income & expenditure provided	✓	Profit and loss spreadsheet confirms \$93,688 projected profit



Financial viability with or without funding	✓	Confirmed in application
Community partnership & volunteer engagement	✓	Extensive partnerships and volunteer involvement
First Nations engagement	✓	Dyagang Boys performance, Acknowledgement to Country

→ Outcome: Eligible and well-supported application.

## 2. Individual Evaluation Matrix Score (out of 90)

**Applicant:** Trundle Bush Tucker Day Inc.  
**Event:** Trundle Bush Tucker Day 2025  
**Event Date:** 6 September 2025  
**Funding Requested:** \$10,000  
**Event Type:** Community Cultural Heritage  
**Location:** Trundle Showground, Trundle NSW  
**Total Event Budget:** \$165,766  
**Estimated Attendance:** 2,500–3,000  
**Estimated Economic Uplift:** \$2.13 million

**Accommodation Nights:** 2+ per attendee

Using the *Destination Fund Evaluation Matrix*, here is the score:

### A. Economic Benefits (/15)

- Expected attendees: 2,500–3,000 → 2
- Entry fee charged: Yes → 1
- Family friendly + all ages → 3
- Economic uplift: \$2,130,000 uplift vs \$10,000 requested → 2
- Accommodation spend: 2+ nights per attendee → 2
- Event timing & uniqueness: Held in quiet season & unique format → 3

**Subtotal:** 13/15

### B. Destination Awareness (/27)

- Brand alignment/marketing plan: Extensive and highly aligned with DMP + cultural heritage → 9
- Target market appeal: Focused on attracting out-of-region visitors, proven track record of 150+ postcodes → 9
- Promotion & brand exposure: Strong media, social, TV ads, and tourism collabs → 9

**Subtotal:** 27/27

### C. Event Legacy (/7)

- Event growth potential: Yes → 2
- Funding diversity: No other current sources → 1
- Event history: Yes, long-standing → 2
- Strong business case: Yes, with \$93,688 projected profit → 1

**Subtotal:** 6/7

### D. Community Connection & Stakeholder Engagement (/13)

- Community partnerships: Broad, across schools, service groups, and vendors → 2
- Local group involvement: 3+ groups (St Pat's P&F, RFS, Pony Club, Lions, etc.) → 3
- Volunteer opportunities: Extensive → 2



- First Nations involvement: Dyagang Boys + cultural programming → 2

**Subtotal: 9/13**

**E. Community Strategic Plan Alignment (/14)**

- Welcoming public spaces → 2
- Citizenship/pride → 2
- Volunteerism → 2
- Wiradjuri culture celebrated → 2
- Disability inclusion behaviours → 2
- Disability access improvements → 2
- Visitor economy promotion → 2

**Subtotal: 14/14**

**F. Quadruple Bottom Line Alignment (/8)**

- Social sustainability → 2
- Environmental initiatives (sustainable waste, heritage, recycling) → 2
- Economic sustainability → 2
- Transparent governance and planning → 2

**Subtotal: 8/8**

**G. Council Support (/6)**

- Previously supported → 0
- Supported for more than 2 years → 0
- Supported less than 2 years → 0

**Subtotal: 0/6**

**Final Score:**

**Total = 77 / 90**

**Weighted Score = 85.5%**

**Strengths of the Application**

- High-calibre cultural event celebrating bush heritage and traditional Australian food.
- Strong history of attendance from over 150 postcodes across Australia
- Well-developed marketing strategy, including TV, radio, social media, print, and tourism partners
- Extensive local business involvement, including accommodation, food vendors, fencing, staging, medical, and security services
- First Nations engagement through the Dyagang Boys' performance and Acknowledgement to Country.
- Highly detailed risk management plan and event management plan
- Contingency planning includes weather events, pandemic response, and headline act cancellation
- Strong council endorsement and community support, including letters from the Mayor, Phil Donato MP, and various local organisations.
- Proven track record of philanthropic community reinvestment, donating to over 20 community groups in 2024 alone2024 Donation List.

**Weaknesses / Considerations**

- The Certificate of Public Liability Insurance lists a \$1 million liability cap. EFAP guidelines typically expect \$20 million cover. Applicant should be asked to confirm or upgrade coverage.
- The event has received Council funding previously; however, it has demonstrated continued growth, inclusivity, and regional impact.





### 3. Recommendation:

#### **Recommended for Full Funding (\$10,000)**

The application for Trundle Bush Tucker Day 2025 demonstrates outstanding alignment with the Destination Events Fund criteria. It offers significant economic return (\$2.1M uplift), community engagement, tourism branding, and strategic fit with Parkes Shire's broader goals.

**14.2 REQUEST TO USE PEAK HILL TOWN IMPROVEMENT FUNDS TO SUPPORT THE PEAK HILL COUNTRY CRAFTS AND VISITOR INFORMATION OFFICE****IP&R Linkage:** Pillar: Community**Goal:** Our community is safe, active and healthy.**Strategy:** Advocate for improved medical, health and allied services, programs, and initiatives in Parkes Shire.**Author:** Anthony McGrath, Director Customer, Corporate Services and Economy**Authoriser:** Anthony McGrath, Director Customer, Corporate Services and Economy**Annexures:** Nil**RECOMMENDATION**

That Council:

1. Approve the allocation of up to \$10,000 from the Peak Hill Town Improvement Fund Reserve to support the Peak Hill Country Crafts and Tourist Information Office.

**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.

The Peak Hill Visitor Information Outlet is a volunteer run service located within the Peak Hill Country Crafts ("PHCC") shop on Caswell Street in Peak Hill.

The PHCC is managed by a committee and the shop, which is open 7 days a week, is run by volunteers. PHCC pay a weekly rent for the use of the building and all the running costs, such as, electricity, internet/phone, insurance, printing, etc. It subsidises the Visitors Information section of the shop. There are ten (10) volunteers who staff the shop and make sure that there are maps and brochures available for tourists.

Council is currently redeveloping the Peak Hill Visitor's Booklet with a new design, including funds for a print run. Council's Visitor Centre staff make regular trips to the Peak Hill office, as well as other destinations around the shire, to check in with the staff and to provide additional supplies.

**ISSUES AND COMMENTARY**

Council has received an email request from the Peak Hill CCC for Council to provide \$10,000 from the Peak Hill TIF to support the operations of the Peak Hill Visitor Information Office for the 2025-2026 financial year.

In her letter to the Peak Hill CCC, Judi Unger stated that the funds would be used for:

1. A contribution towards the running costs of the Visitors Information Section, which includes electricity, internet, phone, insurance, printing, etc.
2. A revamp of the shelving and display units for the Visitors Information Section in the shop, souvenirs and signage.
3. Other strategies to promote tourism and the local history of Peak Hill.

The success of contribution will be reviewed by the Peak Hill CCC before future contributions are requested.

## LEGISLATIVE AND POLICY CONTEXT

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

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

## FINANCIAL IMPLICATIONS

The Peak Hill TIF had an uncommitted balance of \$160,587.85 at the end of May 2025 and can support the allocation of up to \$10,000 towards supporting the PHCC and Visitor Information Office.

## RISK IMPLICATIONS

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

## COMMUNITY CONSULTATION

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

**14.3 ADOPTION OF THE OPERATIONAL PLAN AND BUDGET 2025-26****IP&R Linkage:** Pillar: Leadership**Goal:** Our local government is sustainable and plans for the future.**Strategy:** Provide clear long-term direction for the community through the development of the Integrated Planning and Reporting framework.**Author:** Teresa Cooper, Corporate Planning and Performance Coordinator**Authoriser:** Anthony McGrath, Director Customer, Corporate Services and Economy**Annexures:**  
**A.** Operational Plan and Budget 2025-26 (under separate cover) ➡  
**B.** Submission - Elizabeth Dwyer (under separate cover) ➡  
**C.** Submission - Geoff Dunford (under separate cover) ➡  
**D.** Submission - Ben Stead (under separate cover) ➡  
**E.** Submission - Katherine Secombe (under separate cover) ➡

---

**RECOMMENDATION**

That Council:

1. Note the draft Operational Plan and Budget 2025-26 was placed on public exhibition for 28-days between 7 May to 3 June 2025.
  2. Receive and consider the five (5) submissions received in relation to the draft Operational Plan and Budget 2025-26, attached at *Annexure B-E*, and request the General Manager respond to the external submissions received as recommended in this report.
  3. Adopt the Operational Plan and Budget 2025-26 attached at Annexure A, pursuant to section 405 of the *Local Government Act 1993*, including the 2025-26 Statement of Revenue Policy incorporating the annual Budget and Schedule of Fees and Charges and the recommended amendments provided in this report.
  4. Approve expenditure and vote funds as detailed in the Operational Plan and Budget 2025-26, pursuant to clause 211(2) of the *Local Government General Regulation 2021*.
  5. Publish the Operational Plan and Budget 2025-26 on Council's website.
- 

**BACKGROUND**

Under the Integrated Planning and Reporting ("IP&R") provisions of the *Local Government Act 1993* ("the Act"), Council is required to develop and adopt an Operational Plan prior to the commencement of each financial year, detailing the activities and actions to be undertaken by Council during that year to achieve the Delivery Program commitments.

Council's Operational Plan must directly address the activities outlined in the Delivery Program and identify the services, projects, programs, and events that the organisation will undertake in the financial year towards addressing these.

Council's Operational Plan must be prepared in accordance with the various requirements outlined in the IP&R Guidelines ("the Guidelines") prescribed under section 23A of the Act.

The Director Customer, Corporate Services and Economy provided a presentation at the February Councillor Workshop on the current 2025 Integrated Planning and Reporting (IP&R) Framework and walked through the full suite of documents for delivery in the first year of Office. A follow-up presentation on progress toward the 2025 IP&R Framework was provided at the May Councillor Workshop which included key points of the draft Operational Plan and Budget 2025-26. Another presentation was also provided in the June Councillor Workshop including an overview of the submissions received from the public in relation to the Operational Plan and Budget and

recommendations on how to respond to these submissions and what amendments had been made to the draft in response to these submissions.

## ISSUES AND COMMENTARY

The draft Operational Plan and Budget 2025-26, incorporating the Schedule of Fees and Charges for 2025-26 financial year, was endorsed for public exhibition from 7 May to 3 June 2025 [ECMCC 006/25]. This exhibition period was publicised on Council's website and social media channels, as well as by direct correspondence to Council's various Community Consultative Committees. Hard copies were made available at Council's Administration Centre, at the four Shire libraries and at Bangala-la Pre-school. Community Drop-In Sessions on IP&R and the current documents on public exhibition, including the Delivery Program was held at all Parkes Shire Library branches in May.

Submissions on the draft Delivery Program 2025-29 could be made online via email to [council@parkes.nsw.gov.au](mailto:council@parkes.nsw.gov.au) or by mail to the General Manager.

Council received a total of five (5) submissions, (4) external and one (1) internal submission. The following table is a summary of the submissions received shown in full at *Annexure B-E* and the recommended response and/or amendments to be made to the final 2025-29 Delivery Program attached at *Annexure A*.

No.	Detail of Submission	Council Response	Amendment Details
1	<b>External Contributor:</b> <b>Elizabeth Dwyer</b> <i>Full submission attached at Annexure B</i> <ul style="list-style-type: none"> <li>- Commented on disconnect between the values in the draft Operational Plan and Council's support of the proposed EfW project with particular concerns around the impact on agriculture.</li> <li>- Asked when the Alectown Landfill Closure and Transfer Station (partially grant funded) is planned and suggested having it manned a couple of times a week the same as is being done at Peak Hill and restricting usage to Alectown residents.</li> <li>- Questioned the need for a dog park.</li> <li>- Supported showers and toilet facilities at the recreation ground.</li> </ul>	<ul style="list-style-type: none"> <li>- Thank them for their feedback and the areas they supported.</li> <li>- Provide information on the EfW project and how to engage with the relevant consultation processes. Advise that that council has not formed an opinion in relation to this project.</li> <li>- Reassure them of Council's commitment to the principles in our documents in relation to all projects, including this one.</li> <li>- Provide information on the purpose of the IP&amp;R suite of documents.</li> <li>- The Alectown Landfill closure and transfer station process is planned to commence this year beginning with community engagement.</li> <li>- Note that the dog park was proposed at the Alectown 2024</li> </ul>	No amendments required

		<p>Community Engagement session as a way of attracting visitors to town from the highway who were travelling with pets. This is currently a proposed future work that would require additional funding, such as grants to implement.</p>	
2	<p><b>External Contributor:</b> <b>Geoff Dunford</b> <i>Full submission attached at Annexure C</i></p> <ol style="list-style-type: none"> <li>1. Net Operating Result of - \$3.990M (Loss/Deficit) is unsustainable. Propose that "Council commits to a Balanced Budget for 2025/26 and provide strategy to achieve this.</li> <li>2. Wants an explanation of funding of loan 10 and loan 7 provided in the Budget.</li> <li>3. Page 175. The Total Combined CWP is \$73.84M. The proposed Grants are \$51.60M, leaving a funding gap of -\$22.24M. Proposes that Council provides the source of all funding for the Capital Works Programme.</li> <li>4. Page 42. Wants background information on Transport for NSW Gasworks Remediation of \$500,000 regarding the total source of funds.</li> <li>5. Page 180 &amp; 216. The proposed Domestic Waste Management Services Charge (DWMS) is \$536 pa. The current DWMS is \$468 [Actually \$510]. The proposed increase is \$68 [\$26.00], or 12.7% [Note actually 5.09% increase]. Explain why a [5.09%] increase is needed when all other Rates (Water, Sewer and General) are</li> </ol>	<p>Note: this response addresses the Operational Plan and Budget submissions. A separate response to the Long-Term Financial Plan submissions is in the relevant report.</p> <ol style="list-style-type: none"> <li>1. Note that Council agrees that the current position is unsustainable and are looking for cost savings to reduce overall expenditure.</li> <li>2. Explain that Council has funded loan 7 in our sewer reserves to repay the 4m when it falls due. Unrestricted cash in general fund will pay loan 10 when it falls due.</li> <li>3. Note that this is funded by Councils internal revenue and cash reserves.</li> <li>4. Note that this project is funded 50% by council and 50% state government funded from EPA program and will be amended in Operational Plan.</li> <li>5. Provide information on the current \$510.00 charge for 24/25 and the actual increase for Domestic Waste Management Services Charges of 5.09% and</li> </ol>	<p>Correct gasworks funding from TfNSW to EPA.</p>

	<p>increasing by around 4%. Propose Council provides a case for increasing the DWMS above 4%, or reduces the increase to 4%.</p>	<p>note it is similarly around the 4% mark.</p>	
3	<p><b>External Contributor:</b> <b>Ben Stead</b> <i>Full submission attached at Annexure D</i></p> <ul style="list-style-type: none"> <li>- Commented on disconnect between the values in the draft Operational Plan and Council's support of the proposed EfW project.</li> <li>- Noted omission of the proposal in the Operational Plan.</li> <li>- Urged council to revise its Operational Plan to acknowledge the existence of the EfW proposal and commit to comprehensive, transparent and genuine public consultation before advancing this development.</li> </ul>	<ul style="list-style-type: none"> <li>- Provide information on the project and how to engage with the relevant consultation processes in relation to the EfW project.  Explain this is a NSW Government lead project, with a private developer, not a council project.</li> <li>- Reassure them of Council's commitment to the principles in our documents in relation to all projects, including this one.</li> <li>- Note the inaccuracy that Council has failed to openly inform the community in relation to this project.</li> <li>- Provide information on the purpose of the IP&amp;R suite of documents and why external projects are not included.</li> </ul>	No amendment required
4	<p><b>External Contributor:</b> <b>Katherine Secombe</b> <i>Full submission attached at Annexure E</i></p> <ul style="list-style-type: none"> <li>- Commented on disconnect between the values in the draft Operational Plan and</li> <li>- Council's support of the proposed EfW project with particular concerns around the impact on the environment.</li> <li>- Noted they find the inclusion and support of</li> </ul>	<ul style="list-style-type: none"> <li>- Thank them for their feedback and the areas they supported.</li> <li>- Note the inaccuracy that Council has failed to openly inform the community in relation to the EfW project.</li> <li>- Note that the project is not included in this document as it is not a council project.</li> <li>- Provide information on the EfW project and how to engage with the relevant consultation processes.</li> </ul>	No amendment required



	the incinerator project deeply troubling.	<ul style="list-style-type: none"> <li>- Reassure them of Council's commitment to the principles in our documents in relation to all projects, including this one.</li> <li>- Provide information on the purpose of the IP&amp;R suite of documents</li> <li>- Note the inaccuracy that Council has formed an opinion in relation to this project.</li> </ul>	
<b>5</b>	<b>Internal Submission</b> <ul style="list-style-type: none"> <li>- Minor spelling and grammar edits</li> <li>- Updated fees and charges</li> <li>- Community and culture section updated</li> </ul>		Amendments made as per recommendation.

## LEGISLATIVE AND POLICY CONTEXT

[Local Government Act 1993, Section 405 - Operational Plan](#)

[Integrated Planning and Reporting Guidelines for Local Government in NSW \(Office of Local Government, September 2021\)](#)

## FINANCIAL IMPLICATIONS

This report formalises and sets Council's budget for the 2025-26 financial year.

## RISK IMPLICATIONS

Adoption of the draft Operational Plan and Budget, as recommended, ensures Council complies with its legislative requirements under section 405 of the Act.

## COMMUNITY CONSULTATION

Consistent with the requirements outlined in the Guidelines, the draft Operational Plan and Budget was publicly exhibit for 28 days, and any submissions received during the exhibition period are detailed in the report for consideration of Council.

**14.4 ENDORSEMENT OF THE WORKFORCE MANAGEMENT PLAN 2025-26****IP&R Linkage:** **Pillar:** Leadership**Goal:** Our local government is sustainable and plans for the future.**Strategy:** Provide clear long-term direction for the community through the development of the Integrated Planning and Reporting framework.**Author:** **Teresa Cooper, Corporate Planning and Performance Coordinator****Authoriser:** **Anthony McGrath, Director Customer, Corporate Services and Economy****Annexures:** **A. Workforce Management Plan 2025-26** [↓](#)**RECOMMENDATION**

That Council:

1. Endorse the Workforce Management Plan 2025-26 attached at *Annexure A*, pursuant to section 403 of the *Local Government Act 1993* and 3.11 of the Integrated Planning and Reporting Guidelines, including the recommended amendments provided in this report.
2. Publish the Workforce Management Plan 2025-26 on Council's website.

**BACKGROUND**

The Local Government Act 1993 ("the Act") mandates that all Councils engage in long-term community and corporate planning and reporting through the Integrated Planning and Reporting (IP&R) framework. This framework ensures the interrelationship between the Community Strategic Plan, Delivery Program, Resourcing Strategy, and annual Operational Plans. These documents must be reviewed and updated by the incoming council following an ordinary local government election.

Under the IP&R framework provisions of the Act, Parkes Shire Council ("Council") must develop and adopt a Resourcing Strategy, which includes a Long-Term Financial Plan, Workforce Management Plan, and Asset Management Plan. These plans detail the resources required to implement the strategies set out in the Community Strategic Plan and the Delivery Program.

**ISSUES AND COMMENTARY**

The Workforce Management Plan, a four-year proactive plan part of the Resourcing Strategy, informs decision-making during the preparation and finalisation of the Community Strategic Plan and the Delivery Program. In developing the Workforce Management Plan, due regard must be given to capacity and capability of Council's workforce required to achieve Council's strategic goals and objectives.

The Director Customer, Corporate Services and Economy provided a presentation at the February Councillor Workshop on the current 2025 Integrated Planning and Reporting (IP&R) Framework and walked through the full suite of documents for delivery in the first year of Office. Follow-up presentations were held in May and June to update Council on key documents, including the Resourcing Strategy which includes this Workforce Management Plan.

The Workforce Management Plan has been developed by Council's People, Safety and Culture Team through extensive consultation throughout Council including several focus group sessions with staff. These sessions provided insight and perspectives into our current workforce strengths and gaps, and explored potential solutions and strategies to address these opportunities which are reflected in the final Strategic Asset Management document attached at *Annexure A*.

**LEGISLATIVE AND POLICY CONTEXT**

[Local Government Act 1993, Section 403 - Resourcing Strategy Integrated Planning and Reporting Guidelines for Local Government in NSW \(Office of Local Government, September 2021\)](#)

**FINANCIAL IMPLICATIONS**

The Workforce Management Plan has significant financial implications as it impacts the budget required for staffing which is a major contribution to the budget. The financial implications of the Workforce Management Plan is interrelated and fully established in the Long-Term Financial Plan.

**RISK IMPLICATIONS**

A lack of or inadequate Workforce Management Plan can pose significant risks to a local council, including financial instability due to inefficient resource allocation and increased operational costs. This can lead to talent shortages, higher turnover rates, and misalignment of skills and roles, which in turn can reduce productivity and service delivery standards. Additionally, without proper workforce planning, Council may struggle with succession planning, leading to leadership vacuums and loss of critical knowledge. These issues collectively undermine the council's ability to meet community needs and maintain public trust.

Robust Integrated Planning and Reporting (IP&R) frameworks play a crucial role in mitigating the risks of misuse and mismanagement of public funds. By ensuring that all activities and expenditures are transparently planned and reported, such as in this Workforce Management Plan, these frameworks help maintain accountability and trust within the community.

**COMMUNITY CONSULTATION**

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

The Workforce Management Plan will be publicly available through Council's website alongside the Long-Term Financial Plan and the Strategic Asset Management Plan as part of Council's Resourcing Strategy.

# Workforce Management Plan

2025-26



[parkes.nsw.gov.au](https://parkes.nsw.gov.au)

# Controlled Document Information

Document History	
Date	Details/Comments
2016	Community Strategic Plan 2016/2020



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Workforce Management Plan 2025-26



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### Acknowledgement of Country

Parkes Shire is part of the Wiradjuri nation - the largest Aboriginal territory at the time of European settlement. Parkes Shire Council acknowledges the Wiradjuri people who are the Traditional Custodians of the Land and pays respect to the Elders both past and present of the Wiradjuri nation.

The Wiradjuri are the largest group in central New South Wales (NSW) by area and population, with lands stretching from Coonabarabran in the North to the Great Dividing Range and out to Western NSW, encompassing one fifth of NSW and were known as the people of the three rivers: the Wambuul (now known as the Macquarie River), the Galari (the Lachlan River), and the Marrambidya (the Murrumbidgee River).

The Wiradjuri people lived in harmony with the Country, they believed they didn't own the land, but they were responsible for looking after it. The Gugaa (Goanna) is the overarching totem for the Wiradjuri Nation. It is the symbol that connects all people, past and present, to Wiradjuri land.

We recognize and respect their cultural heritage, beliefs and continuing connection with the land and rivers and recognise the resilience, strength, and pride of the Wiradjuri community.









# 01

## Introduction

[→ Executive Summary](#)

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## Executive Summary

Parkes Shire Council's Workforce Management Strategy forms a key part of our four-year Resourcing Strategy and provides a framework for aligning decisions about workforce planning with the outcomes, goals and aspirations set out in our Community Strategic Plan.

Workforce planning is all about planning for the future needs of our workforce in accordance with the service delivery expectations of our community. Workforce planning also assists Council to develop solutions to issues such as skill shortages, ageing workforce, succession planning, managing work and family considerations, as well as equity and diversity issues

The Local Government sector one of the largest service-based industries in NSW and is under increasing pressure to improve how it delivers services and the quality of the services it provides. To meet these challenges and capitalise on opportunities, Council must have the right people with the right skills at the right time is a challenge

Council employs and manages a large number of community assets, operating libraries, childcare, open spaces and managing roads, bridge across the Shire. We manage both water and sewer treatment plants and waste management services

Locally, the Parkes Shire has experienced significant growth driven by a range of environmental

factors, including increased migration to Rural and Regional NSW and unprecedented public and private sector investment in Central West NSW. This extraordinary growth has been both challenging and rewarding

This Workforce Management Strategy aims to support Council in attracting, developing, retaining and leading a workforce that is committed to delivering high-quality services to our community so that we achieve our shared goal of a connected, vibrant and sustainable Parkes Shire

In developing this Strategy, we have considered a range of publications and strategies prepared by Federal and State Governments, as well as current trends, both from within our organisation, as well as broader Regional and National trends. This has enabled us to analyse our current workforce demographics, identify future resourcing challenges, and forecast future needs

This Strategy is based on six key pillars as outlined below and explored in greater detail in this document:

- Attracting Our People
- Developing Our People
- Rewarding Our People
- Supporting Our People
- Protecting Our People
- Leading Our People



# 02

## Integrated Planning and Reporting

- Workforce Management Plan
- Alignment with State and Regional Goals
- How We Plan and Report



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## Workforce Management Plan

The Workforce Management Plan sits within Council's Resourcing Strategy and is a proactive, four-year document that shapes the capacity and capability of the workforce to achieve Council's strategic goals and objectives

It clearly identifies how future staffing, and skills requirements will be met, such as through recruitment, staff progression and development, internal redeployment, and succession planning

Councils operate within challenging environments that demand greater flexibility, responsiveness and performance improvements to meet agile labour markets, skills shortages and an ageing workforce. With a well-written and thorough Workforce Management Plan, Councils can be in a stronger and more stable position to plan for and address future workforce needs.

In summary, workforce planning should be:

- An ongoing activity
- A process, not just a set of actions
- Able to support workforce planning with a clearly identified purpose that is linked to organisational objectives and informed by the 4-year Delivery Program and the annual Operation Plan and Budget
- Applicable to the current workforce while also anticipating future needs and capabilities

Successful workforce planning is an active process that must be continually monitored, and adjusted when required, to promptly address new workforce or organisational issues. Monitoring and evaluating should comprise:

- Establishing a regular monitoring and evaluation process
- Outlining a timeframe for monitoring
- Measures of success and performance indicators
- Feedback from stakeholders during the monitoring and evaluation process
- Identifying opportunities for shared learning

## Alignment with State and Regional Goals

The four-year Delivery Program and the annual Operational Plan and Budget is Council's lead delivery plan for our community at a local level which inform the strategies and objectives outlined in the Workforce Management Plan, so it is important to understand how Parkes' goals align with goals at other levels of Government. Based on our community vision, this Plan aligns and works with strategies, plans and policies developed by other levels of Government

Parkes Shire Council plays a key role in shaping and delivering initiatives for the shared State and Regional Vision for the Parkes Shire

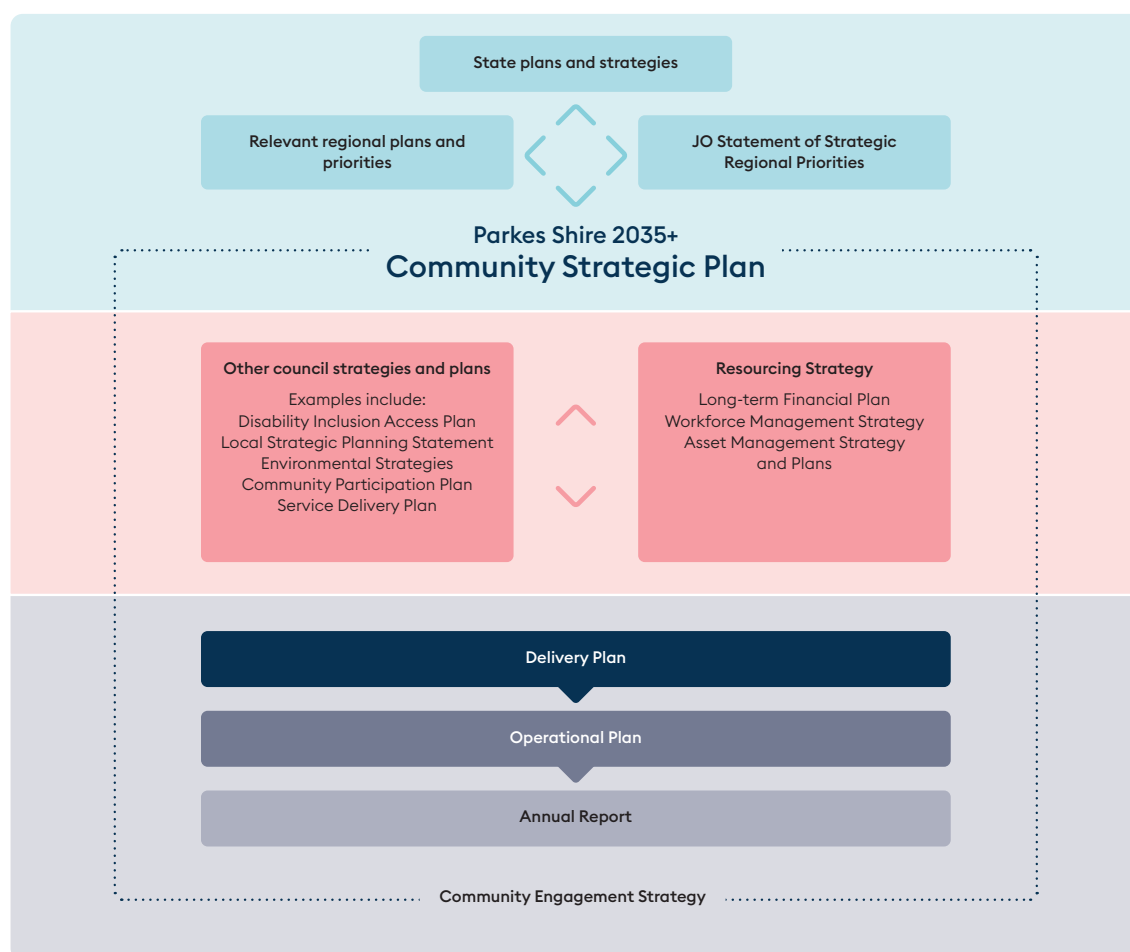
Council's Delivery Program activities contribute towards these initiatives as well as leading to deliver and advocating on strong local outcomes for Parkes within this regional context.

# Integrated Planning and Reporting (IP&R) framework

## How we plan and report

Our Workforce Management Plan is part of the Integrated Planning and Reporting (IP&R) Framework that all local Councils must use to plan for their local areas, based on the expectations of their local community.

The following diagram illustrates how the Integrated Planning and Reporting ("IP&R") Framework ensures that local strategic planning and reporting is informed, relevant and responsive to community needs.





### Community Strategic Plan

This is the highest level of strategic planning, providing a vision that reflects the aspirations of the Community. This plan sets clear directions, objectives, strategies and measures for progress on delivering the Community's vision and to inform all other documents.

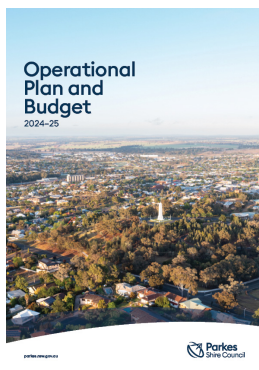
→ [Community Strategic Plan](#)  
[Parkes Shire Council](#)  
[\(nsw.gov.au\)](#)



### Delivery Program

Describes Council's commitment to deliver against the Community Strategic Plan in the elected term of Council.

→ [Delivery Program](#)  
[Parkes Shire Council](#)  
[\(nsw.gov.au\)](#)



### Operational Plan

Identifies the annual projects and activities to deliver against the Delivery Program outcomes.

→ [Operational Plan](#)  
[Parkes Shire Council](#)  
[\(nsw.gov.au\)](#)



### Annual Reporting

Reports back to the community of the work undertaken by Council each year to deliver on the Operational Plan and Delivery Program.

→ [Annual Report 2023-24](#)  
[Parkes Shire Council](#)  
[\(nsw.gov.au\)](#)

### Resourcing Strategy

Demonstrates how work identified in the Delivery Program and Operational Plan will be resourced.

→ [Resourcing Strategy](#)  
[Parkes Shire Council](#)  
[\(nsw.gov.au\)](#)



# 03

## Purpose

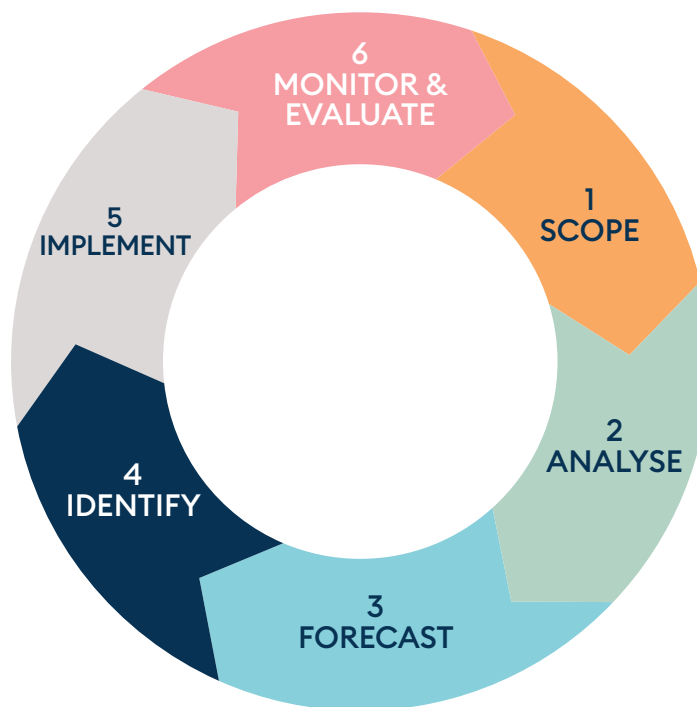
→ The purpose of the Workforce Management Plan

# The purpose of the Workforce Management Plan

The purpose of the Workforce Management Plan is to provide a framework to identify, consider and respond to the significant issues and risks facing Council's organisation, now and into the future.

To enable Council to deliver high quality services to a growing population, it is essential that appropriate workforce planning is undertaken. There are many aspects to this process including analysis of the current workforce, understanding future demand for and supply of labour, forecasting the numbers and types of jobs and people required, identifying the source of those people, identifying gaps and managing issues such as succession planning, planning for retirement and skill shortages.

Council's process is informed by the Office of Local Government guidance and is outlined as follows:



## 1. Scope

The Workforce Management Plan – This plan addresses workforce needs for a period of four years

## 2. Analyse

The current workforce – analysing the current workforce to determine the difference between what we have now and what we need in the future

## 3. Forecast

The workforce needs – this step involves thinking about the types of skills, positions and other resources the organisation will require over the next four years. It involves looking at internal organisational needs as well as the needs identified in the Community Strategic Plan

## 4. Identify

Workforce gaps against future needs – developing strategies involving asking such questions as how we are going to manage the gap between what we have now and what we need in the future and identifying the actions we will undertake

## 5. Implement

Actions to address shortages, surpluses or skills mismatches – actions are put into place with responsibility for the action assigned, timeframes are set, and budget implications highlighted

## 6. Monitor and Evaluate

The final stage involve monitoring and evaluating the workforce management strategy to measure success and identify areas for improvement



# 04

## The Parkes Shire



- At-a-glance
- Our community
- Community Profile
- Our role
- Our vision

## About the Parkes Shire

The Parkes Shire sits at the heart of Central West NSW, strategically located on the Newell Highway – Australia’s major inland touring route – and within five hours of Sydney and three hours of Canberra ACT.

Covering an area of 5,919 square kilometres, taking in some of the richest and most productive agriculture farming and grazing lands in NSW. Parkes Shire is renowned for our stunning natural beauty, our unique diversity of economy with a welcoming and friendly community.

Just over 14,453<sup>1</sup> people call Parkes Shire home, with more than two-thirds of our population living in the town of Parkes, which services as the administrative, commercial and services hub of the local government area. Villages are located at Peak Hill, Trundle, Tullamore, Alectown, Bogan Gate and Cookamidgera.

Just over 13 per cent of the Parkes Shire’s population identify as Aboriginal or Torres Strait Islander<sup>2</sup>, significantly higher than the respective state and national averages of 3.4 per and 3.2 per cent. Parkes Shire is part of the Wiradjuri nation - the largest Aboriginal territory at the time of European settlement. Parkes Shire Council acknowledges the Wiradjuri people who are the Traditional Custodians of the Land and pays respect to the Elders both past and present of the Wiradjuri nation.

Parkes Shire also supports the surrounding region with health and education services through Lachlan Health Service, Western TAFE and Country Universities Centre. Including various public and private schools, preschools and family day care services. Parkes Shire has modern health services, with a recently redeveloped hospital and strong network of local General Practitioners and is located within an hour’s drive of other major hospital and health service providers at Dubbo and Orange.

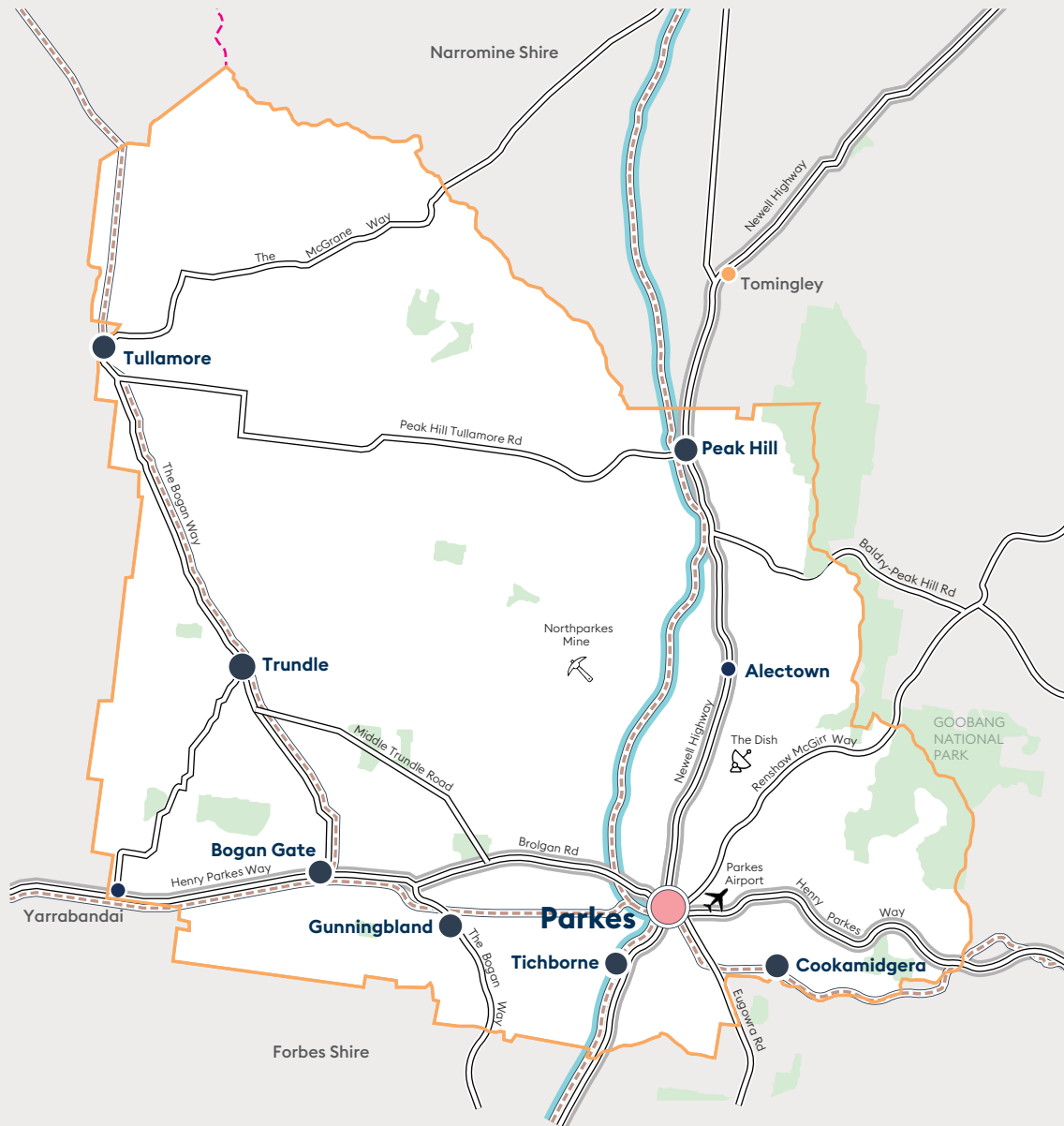
Parkes Shire boasts a strong, diverse economy, with a Gross Regional Product (“GRP”) of \$858 million in 2021<sup>3</sup>. Our economy is underpinned by the agriculture and mining industries and strengthened by the transport and logistics industries also including retail and public administration sectors. Just over 1,400 local business operate in Parkes Shire, with 6,526\* residents – around 57 per cent of our population – in the workforce<sup>4</sup>.

The development of the Parkes Special Activation Precinct (“SAP”) – the first SAP in regional NSW – will support continued business development and employment growth in the Central West. Taking advantage of Parkes’ location on the Inland Rail and the Main Rail line, the Parkes SAP presents opportunities for value-add industries in the agricultural technology sector.









The Parkes Regional Airport is a major gateway to the Central West region, transporting 35,000 passengers annually through daily flights to Sydney. The development of the Parkes Airport Business Park provides potential for growth to support our strong, diverse economy through leveraging Parkes’ well-established national transport hub.

1 idcommunity, Parkes Shire 2021 Census Data  
2 idcommunity, Parkes Shire 2021 Census Data  
3 National Institute of Economic and Industry Research, 2021  
4 idcommunity, Parkes Shire 2021 Census Data

## Our community



### Land-use

	Parkes Local Government Area		National Park / Forests
	Parkes Township Location		Northparkes Mine
	Parkes Village Location		Parkes Regional Airport
	Neighbouring Centre Location		The Dish



## Community profile

### Geographical area

**5,919 sq kms**

### Population

Shire: 14,608

Parkes: 12,102  
(incl. Cookamidgera, Alectown  
and Tichborne)

Trundle: 687

Tullamore: 424

Peak Hill: 1,106

Bogan Gate: 289

### Diversity

Indigenous population: 10%

Born overseas: 5.4%

Non-english-speaking  
background: 5.7%

### Gender

Male: 49.2%

Female: 50.8%

### Age

Pre-school children  
(0–4 years): 6.4%

Primary school  
(5–11): 9.9%

Secondary schoolers  
(12–17): 8.1%

Tertiary education /  
Independence  
(18–24): 8.2%

Young workforce  
(25–34): 10.5%

Parents / homebuilder  
(25–49): 16.9%

Older works and  
pre-retirees  
(50–59): 13.6%

Empty nester and retirees  
(60–69): 12.1%

Seniors (70+): 14.2%

### Projected trends

Projected Shire population  
in 2036: 14,800

Projected dwellings  
in 2036: 7,500

Projected households  
in 2036: 6,500

### Overview



Shire population  
14,608



Median age  
41 Years



Couples with  
children  
39.7%



Dwellings in Shire  
6,750



Households in Shire  
5,837

### Employment

In 2016 % of population had the following occupation:



Managers  
17.4%



Professionals  
14.7%



Technicians and  
trades workers  
14.7%



Unemployed  
7.4%



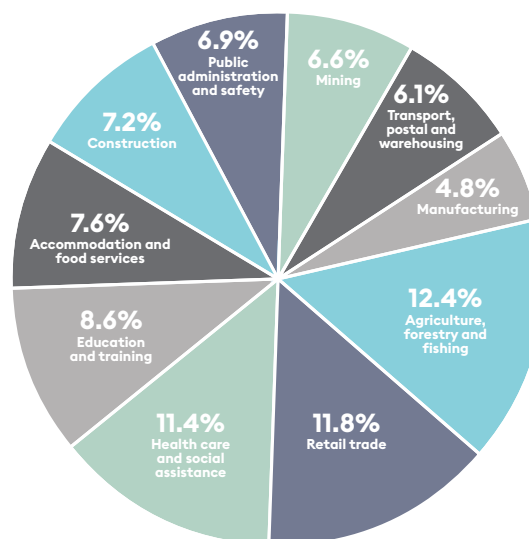
Average income p/w  
\$1088



Undertake  
voluntary work  
24.3%



### Industries by employment





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## Our Role

Council plays an important role in delivering for their local communities through the provision of community services, programs and infrastructure that impact on the health and wellbeing of residents; support local economic growth; and support care and management of the local environment

Importantly Council is the local community's advocate in local and regional discussions with other tiers of Government and services and infrastructure providers

At Parkes Shire Council, we are guided by our Organisational Vision and our Corporate Values encapsulate our approach to everything we do – working together and with our partners to deliver services for our community.



## Our vision

Connected, vibrant  
and sustainable.  
Parkes Shire 2035,  
it all adds up.





# 05

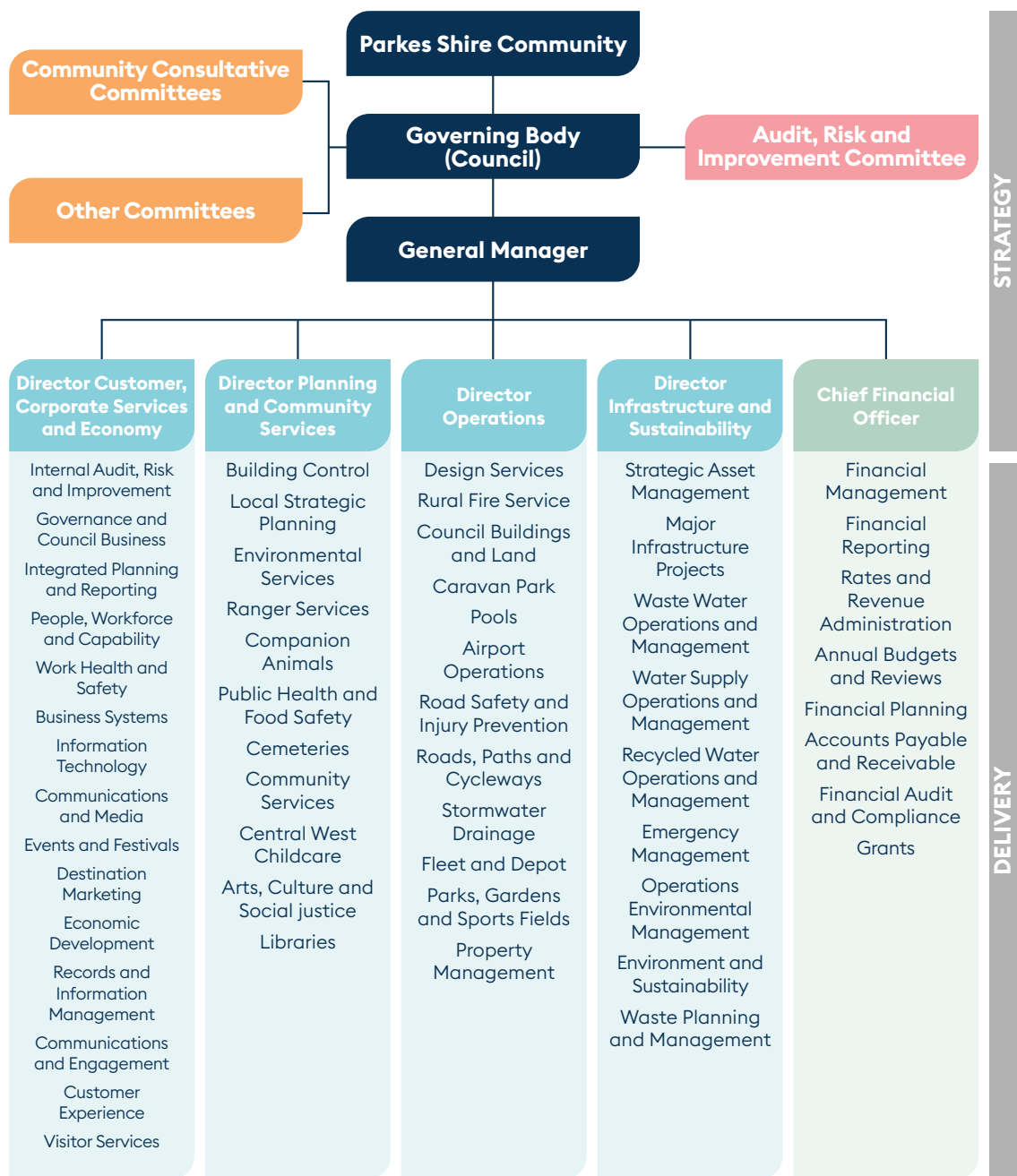
## Organisation Structure



→ Organisation Chart

## Organisation chart

The General Manager is responsible for the efficient and effective operation of our organisation and ensuring the implementation of Council's decisions, strategies, policies and programs.





# 06

## Our Workforce

- Current workforce headcount by Directorate
- Current workforce headcount by Job Function groups
- Staffing Costs
- Turnover
- Workforce Profile
- Age-based Analysis
- Employment Type
- Diversity
- What our Council Employees think

## Current workforce headcount by Directorate

Each of the four (4) Directorates contains a number of functions:

Directorate	Headcount	% of total headcount
Customer, Corporate Services and Economy	43	18%
Executive and Finance	16	7%
Infrastructure and Sustainability	43	18%
Planning and Community Services	35	14%
Operations	106	44%
<b>Total Headcount</b>	<b>243</b>	<b>100%</b>

Source: Employee Information July 2024

## Current workforce headcount by Job Function groups

Job Function groups	Headcount	Percentage of total headcount
Executives	4	2%
Managers, professionals and specialists	44	18%
Operations and service delivery	119	49%
Corporate support and administration	61	25%
Cadets, apprentices and trainees	15	6%
<b>Total Headcount</b>	<b>243</b>	<b>100%</b>

Source: Employee Information July 2024



## Staffing Costs

As outlined in our Long-Term Financial Plan, in order to meet our obligations to the community in the future, it is important we understand and closely manage all operational expenditure including employee costs.

While Council's workforce has increased from 242 Full-Time Equivalent (FTE) in 2021 to 264 full-time-equivalent in 2024, including vacant positions. As of January 2025, Council has a current occupied full-time-equivalent of 225 full-time-equivalent.

The increase in budgeted of Full-Time Equivalent positions in combination with vacant roles has presented its own challenges. It has resulted in reduced capacity for workload across the professional/specialist and operational functions resulting in increased expenditure on external services as well as an increase in overtime resulting from reduced corporate and administrative support.

In combination with our Long-Term Financial Plan, a review on employee costs including vacant roles is required to gain an understanding of their critical function within the organisation and to maintain sustainable staffing costs.

## Turnover

Overall, the annual turnover for Parkes Shire Council stands at 15 per cent at the end of July 2024, lower than the NSW Local Government average of 18 per cent. Council's turnover as of January 2025 was reduced to 12 per cent.

Council's overall turnover had been in steady decline since June 2022 where Council turnover reached its peak of 24 per cent this was during the last Workforce Plan period when Council had a rising turnover issue.

Council new starter turnover is standing at 23 percent at the end of July 2024 this indicates that Council has an issue retaining new employees, and therefore spending a lot of time and resources with onboarding and offboarding new employees.

Council's limited information from the exit interview analysis, is the reason for this, Council process changes to survey based and voluntary for exiting employees to complete. Meaning Council had limited information to analyse. This has been identified as an opportunity for improvement within this Plan.

## Workforce Profile

Anticipating and managing changing workforce demographics is a key aspect of Council approach to ensure that Council continue to have the right mix of skills and capability to deliver our Community Strategic Plan, Delivery Program and annual Operation Plan and Budget.

The following analyses examine the make-up of Council's current workforce and therefore help Council to anticipate potential challenges that may arise into the future. It is intended to be a broad snapshot of the workforce rather than an exact representation.

## Age-based Analysis

Australia's population and labour force are continuing to age. To better understand the potential implications for Council and to inform the development of effective workforce management strategies, Council has undertaken an analysis of the current workforce by age group.

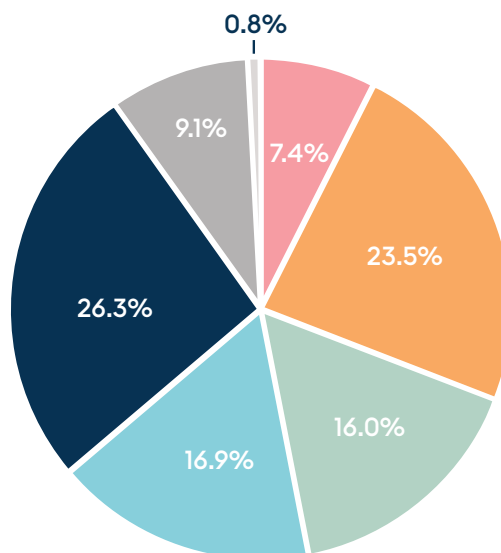
The median age for the Council's workforce is 44 years of age and approximately 50.2 per cent are over the age of 45 years old, suggesting an ageing workforce.

- 27 per cent of current employees are aged 55 years of age and above, and these employees are evenly distributing across the Directorates.
- 10 per cent of employees are aged 61 and above.
- 46 per cent of the employees aged 61 and above, work within the Operations directorate.
- Council's Executive Leadership Team is older than the general workforce, with a median age of 58.2.

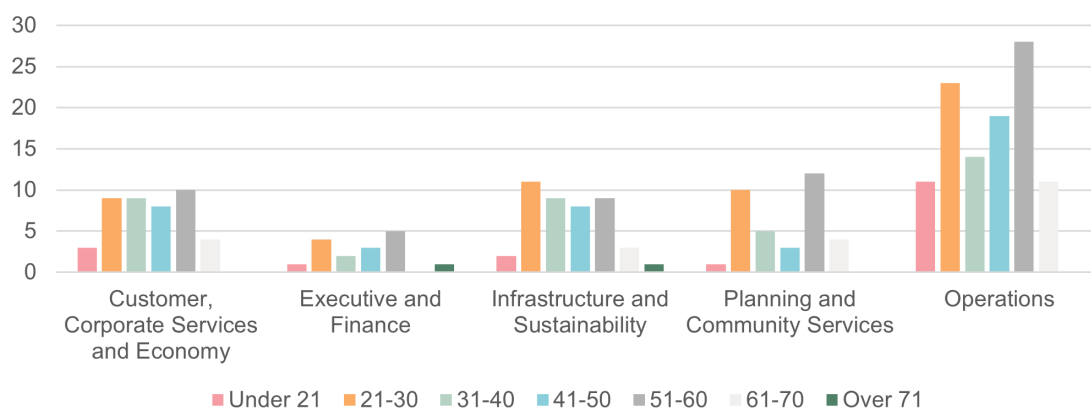
### Age representation across Council

Age Group	Representation
Under 21	7.4%
21-30	23.5%
31-40	16.0%
41-50	16.9%
51-60	26.3%
61-70	9.1%
Over 70	0.8%

Source: Employee Information July 2024



### Age representation by Directorate



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## Employment Type

Council's current workforce composition is predominantly full-time, reflecting the traditional structure of our organisation. While this model has supported service delivery to date, there is an opportunity to diversify our employment types by increasing part-time and casual arrangements.

Embracing flexibility in employment can enhance workforce sustainability, improve work-life balance, and reduce reliance on overtime and other temporary workforce measures. This approach supports a more adaptive organisation, capable of responding to community needs and operational demands.

### Full time employees (FTE) and headcount

During 2023-24 we employed a total of 243 employees, of which 195 were FTE, 26 part-time, 22 casual employees. This included contracts, or other arrangement, Cadets, Apprenticeships and Trainees

Source: Annual Report 2034/24

## Diversity

A diverse workforce brings a range of perspectives, experiences, and strengths that enrich our organisation and enhance our ability to serve the community.

Embracing diversity in all its forms - such as cultural background, gender, age, ability, and lived experience - helps foster a more inclusive, innovative, and resilient workplace.

This section provides an overview of the current diversity within our workforce and highlights opportunities to further embed equity, inclusion, and belonging in our people practices.

### Aboriginal and Torres Strait Islanders

The number of staff identifying as Aboriginal and/or Torres Strait Islander within Parkes Shire Council remains low and the level of representation at Parkes Shire Council remains below the LGA population of 10 per cent indicating that more work needs to be done.

We have seen a slight improvement from 2022 (5.4%) to 2024 (8%).

Strategies will be developed to address the low level of representation and increase our Aboriginal and/or Torres Strait Islander employment ratios.

### People with Disability

Inclusion is a focus that has been identified in this plan, with currently a small number of Council employees identifying as living with a disability.

Strategies have been identified in Council's Disability Inclusion Action Plan that will enable our Council to become a more inclusive employer.

### Youth and Young Professionals

Approximately 33.1 per cent of NSW's young people reside in Regional and Rural areas, highlighting the significance of these regions in the state's youth demographic.

Parkes Shire Council has had an improvement in the percentage of the workforce that are considered youth (under 25) from 8 per cent in 2022 to 16 per cent in 2024.

Parkes Shire Council has had a slight reduction in the number of young professionals within the workforce from 8.9 per cent in 2022 to 6 per cent in 2024.

Recruiting, developing and retaining youth (under 25) and young professionals (35 and under) is a key priority, helping to create a talent pipeline for the future which will enable effective succession and workforce planning. We will also benefit from fresh ideas, new experiences and diverse perspectives that younger people bring to the workplace.

### Women

Gender diversity has seen an improvement since the previous Workforce Management Plan with 43 percent of Council's total workforce being female compared to 38 per cent in 2022.

There is still room for improvement in comparison to the Parkes Shire LGA female population of 50.8 per cent.

Council maintained its female representation in Manager, Professional and Specialist Roles of 48 per cent in comparison to 47.4 per cent in 2022. However, there is no female representation at the Executive, General Manager and Director levels.

Council developed a Gender Equity Strategy during 2023 that has initiated key strategies and initiatives to address gender diversity, particularly opportunities within leadership positions.

Although there have been improvements to our overall female representation in the workforce, there is still room for improvement to increase our female representation in our operational areas.

Directorate	Community	Workforce
Women	50.8%	43%
Women in Executive, Manager, Professional and Specialist Roles	33.1%	44%
		0% Executive Roles
		48% Manager, Professional and Specialist Roles
Youth Under 25	32.6%	16%
Young Professionals	10.5%	6%
Under 35 in Executive, Manager, Professional and Specialist Roles		
People with disability	6.5%	0.4%*
Aboriginal and Torres Strait Islander	10%	8%*

\* Percentage (%) of employees that have disclosed this information

## What our Council Employees think

Early in 2024, a People at Work Survey was conducted to obtain valuable feedback and assess key psychosocial hazards and factors within the workplace.

107 employees participated in the survey with a response rate of 46 per cent.

Respondents identified the following as areas of strength and areas for improvement:

People at Work Survey	Areas of strength		Areas for improvement
Job Demands	Low	Group task conflict	Moderate emotional demands
	Low	Role ambiguity	Moderate group relationship conflict
	Low	Role overload	Moderate role conflict
Job Resources	High	Co-worker support	Moderate change consultation
	High	Job control	
	High	Praise and recognition	
	High	Procedural justice	
	High	Supervisor support	

Focus groups were also held in late 2024 specifically related to this Workforce Management Plan.

These Focus Groups engaged 60 employees from varying levels of the organisation to provide insight, identify challenges and opportunities, and ensure alignment between workforce needs and Council objectives.

The Focus Groups identified the following key areas with improvement opportunities:

- Leadership
- Retention/onboarding  
Recruitment strategies
- Professional development
- Employee wellbeing and engagement

A number of these challenges and issues are identified further within this Plan and will be directly addressed through the actions contained within this Plan.







# 07

## Our Workforce – Key Challenges

- Identified Challenges
- Regional Skills Shortages
- Ageing Population and Workforce
- Workload and Resource Allocation
- Leadership
- Retention
- Recruitment
- Professional Development
- Employee Wellbeing and Engagement
- Financial Sustainability

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## Identified Challenges

Combining a process of workforce analysis, research, management consultation and employee focus groups, the following challenges have been identified as being crucial to maintaining a sustainable workforce that is agile and capable of delivering our Community Strategic Plan

## Regional Skills Shortages

Regional skills shortage and job vacancies are forecasted to continue to rise across Regional New South Wales over the next five years.

Many Regions in NSW are experiencing remarkably low unemployment rates, leading to challenges for employers, including public sector employers of frontline key workers, in attracting and retaining talent to Regional and Rural areas.

This highlights the need for targeted strategies to attract and retain talent in Regional communities.



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## Ageing Population and Workforce

Australia's population is ageing, with the National median age reaching 38.5 years in 2023. Parkes Shire reflects this trend, reporting a higher median age of 41 years.

Within Council, the median employee age is 44 years, with over 50% of staff aged over 40. This demographic shift poses challenges in workforce sustainability, succession planning, and knowledge transfer, emphasising the need for proactive strategies to support an ageing workforce.

With the introduction of the younger generations into the workforce, Council will also need to plan for changing expectations and attitudes to work and careers.

Fewer people will have stable, long-term employment in the future. This is a very different mindset to that of older generations and requires a refreshed approach to employee retention and turnover.

## Workload and Resource Allocation

Balancing workload and resource allocation remains a critical concern.

Ensuring that workloads are manageable, and resources are appropriately allocated is vital to prevent burnout and maintain productivity.

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## Leadership

Strong, capable leadership is pivotal in navigating complex organisational environments and driving high performance.

In recent years, increased turnover has led to significant changes within Council's leadership teams. This transition has created a need for targeted development and upskilling to support new and emerging leaders in stepping confidently into their roles.

The Australian HR Institute's 2021 report revealed that nearly 60% of leaders felt they were struggling in their roles due to increasing complexities and expectations.

Investing in leadership development programs and mentoring can build managerial capabilities, maintain organisational stability, and drive a positive workplace culture.

## Retention

Employee retention is a pressing issue.

Although we have had an improvement in our overall turnover rates, our new starter turnover, and retaining our developed talent is an ongoing concern. High turnover rates can disrupt operations and incur additional recruitment costs.

Implementing strategies such as career development opportunities, improvements to our onboarding processes, and employee engagement initiatives can improve retention rates.

## Recruitment

Attracting and retaining a high quality, committed workforce is a key objective for Parkes Shire Council.

Many of the objectives outlined in the Plan aim to improve how we recruit and retain our most valuable asset, our people. Attracting high quality candidates continues to be a challenge for Council.

On average, Council advertised over 100 positions per annum, both internal and external advertisements over the last 4 years.

In 2024, a Staff Attraction and Retention Audit was completed that highlighted a number of areas for improvement in attracting and retaining suitably qualified and experienced staff including:

- Processes limiting the ability to attract quality staff, due to delays in advertising, interviewing and offering stages
- Financial and non-financial benefits being offered in the marketplace not being offered or promoted by Council
- Remuneration not being competitive in the marketplace

In addition, during the past four years, the following areas/positions are examples that required readvertising both internally and externally to attract suitably qualified candidates:

- Civil Construction Operations (Labourers and Plant Operators)
- Communications and Media
- Customer Service
- Design Engineering
- Economic Development
- Events
- Civil Engineers
- Grader Operators
- Building Certification
- Human Resources
- Information and Records
- Urban and Regional Planning
- Light and Heavy Vehicle Trades
- Library
- Finance
- Governance
- Early Childhood Educators and Teachers
- Work Health and Safety
- Water and Wastewater Operations

Internal and external insights highlight opportunities to strengthen our recruitment and retention approaches.

One key initiative is the continued development and implementation of our Employee Value Proposition (EVP). The EVP is designed to articulate and promote the full range of benefits, opportunities, and values that Council offers its employees.

By clearly communicating this proposition, we aim to enhance our employer brand and better position Council as an attractive destination for talented candidates.

## Professional Development

Continuous professional development is essential for maintaining a skilled and adaptable workforce.

Sustained employee engagement is closely linked to the perception that the organisation is invested in their growth. To truly support professional advancement, development opportunities must be paired with clear, meaningful career pathways.

This alignment not only builds capability but also fosters long-term commitment by showing employees how their skills can evolve within Council over time.

Prioritising structured development frameworks and pathways will be key to attracting, retaining, and motivating high-performing talent.

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## Employee Wellbeing and Engagement

Employee wellbeing significantly impacts organisation performance.

The 2024 Workforce Trends Report highlights that prioritising wellbeing can lead to reduced absenteeism, increased productivity, and improved retention.

Implementing comprehensive wellbeing programs and fostering an inclusive work environment are essential for employee engagement.

## Financial Sustainability

Financial sustainability is a critical concern for Local Governments, particularly in the face of rising service delivery costs, infrastructure renewal demands, and constrained revenue streams.

Addressing financial challenges requires strategic planning and efficient resource management to maintain workforce stability and service quality. Balancing the financial constraints with ongoing workload and resource allocation challenges is essential to ensure we are not only managing operational costs but also ensuring the workforce is adequately resourced to meet community expectations.

Together with our Long-Term Financial Plan, a review on employee-related costs, including vacant roles, is necessary to understand the organisational importance and to support the ongoing sustainability of staffing expenditure.



An aerial photograph of a dirt path in a park. Several children are walking along the path. The path is bordered by a low wall of large, flat stones. In the background, there are trees and a large rock with indigenous art painted on it. The number '08' is overlaid in large white font in the top left corner.

# 08

## Future Capability needs and Skills Shortages

- General Capability Needs
- Identified Roles



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## General Capability Needs

As the nature of work continues to evolve, Council must proactively build the capability of its workforce to meet future service delivery demands. General capability needs are not only shaped by industry trends and technological advances but also by direct feedback from employees, managers, and operational leaders.

A number of emerging capability requirements have been identified through internal consultation and workforce analysis. These include the need for technical upskilling in areas such as drone-based surveying to support more efficient data collection and asset monitoring, and stormwater management in response to increasing regulatory and environmental demands. The growing complexity of infrastructure and planning work also highlights the importance of strengthening project planning and scoping capabilities across multiple departments.

In addition to technical skills, there is a growing need for enhanced time management and organisational skills to improve individual productivity and ensure effective resource utilisation. Furthermore, there is a strong emphasis on building a more multi-skilled workforce, particularly in operational areas, to increase workforce agility and service continuity. Supporting employees to broaden their skillsets will not only enhance service delivery outcomes but also improve job satisfaction and career development opportunities.

Addressing these general capability needs will be essential for Council to remain adaptive, responsive, and efficient in the face of future challenges.

## Identified Roles

### Professional/Specialist Roles

Specialist roles across planning, engineering, finance, property, business services, environmental health, and regulatory services continue to present recruitment challenges, particularly in Regional and Rural settings.

These positions often require formal qualifications, sector-specific experience, and in some cases, registration or accreditation, limiting the pool of available candidates. The competitive labour market for professionals, especially planners, engineers, and building surveyors, has further intensified this shortage across the Local Government sector.

Future capability needs in these areas must focus on developing strong internal pathways, supporting professional development and accreditation, and leveraging regional collaboration to access shared expertise where recruitment proves difficult.

Flexible work arrangements and targeted talent attraction strategies will be essential to strengthening this segment of the workforce.

### Trades Roles

The demand for skilled tradespeople in concrete works, plumbing, electrical, small plant mechanics, heavy vehicle mechanics, and arboriculture remains high, yet supply continues to fall short, especially in regional areas.

The increasing retirement of experienced trades workers, combined with a national apprenticeship shortage, is compounding this issue. Council must proactively invest in trade-based apprenticeships and traineeships to cultivate future talent, while also enhancing its Employee Value Proposition to attract skilled tradespeople from outside the region.

Workforce flexibility, modern plant and equipment, and development opportunities will be important retention levers.

### Construction Roles

Roles in construction, particularly surveying, parks and gardens, and works coordination, have been consistently identified as hard-to-fill due to the requirement for both technical expertise and practical field experience.

Surveying, in particular, faces a nationwide skills shortage due to high demand across both the public and private sectors.

To address this, Council must prioritise succession planning, mentoring, and target-ed training to grow capability internally. Traineeships in horticulture, civil construction, and surveying can create structured pathways into these roles, while enhanced project management capability will be key to supporting future construction programs and infrastructure delivery.

### Water and Wastewater Roles

Water and wastewater operations are vital to community health, environmental protection, and regulatory compliance.

However, there is a well-documented skills shortage in this area, especially for experienced operators in treatment plant operations and reticulation maintenance. Regional Councils face additional pressure due to limited candidate pools and the technical nature of certification requirements.

Council's future capability planning should support long-term development through cadetships, operational traineeships, and targeted skill development. Internal succession, supported by robust learning frameworks, will be critical to ensuring operational continuity and compliance with increasingly complex water quality regulations.

### Events Roles

Events and tourism roles contribute significantly to Regional economic development and community engagement. However, securing skilled professionals in event coordination and destination marketing has been increasingly difficult due to the competitive market for creative and communications-focused talent.

As Council continues to grow its events calendar and tourism offerings, the need for staff with expertise in event logistics, community engagement, and digital marketing will rise.

Council should explore development opportunities for existing staff and leverage flexible arrangements and regional partnerships to attract talent in this space.

### Information and Technology (IT) Roles

The demand for skilled IT professionals has grown rapidly, driven by the increasing digitalisation of services, cybersecurity requirements, and reliance on data and systems for operational efficiency. At the same time, Regional Councils face stiff competition from the private sector and metropolitan employers.

Council's ability to attract and retain skilled IT professionals will require a clear focus on flexible work arrangements, professional development, and investment in modern systems.

Future capability strategies should prioritise building internal expertise in system integration, user support, data security, and digital transformation.

### Technology changes including IT and Artificial Intelligence (AI) skills

Rapid technological advancement is reshaping the way Council delivers services and operates internally. Feedback from across the organisation identified a growing need for digital fluency, foundational IT skills, and adaptability in using evolving systems and tools.

As new technologies such as artificial intelligence (AI), automation, and data analytics begin to influence Local Government functions, it is essential that staff are supported to build digital confidence and understand emerging capabilities.

Developing future-ready skills in areas such as cybersecurity, cloud-based collaboration, system integration, and the ethical use of AI will be critical.

Ongoing investment in digital training, cross-functional IT support, and user-focused system design will help ensure the workforce remains capable and adaptable in a rapidly changing environment.

### Early Education Roles

The early childhood education sector is facing a national shortage of qualified teachers and educators, with Rural areas experiencing some of the highest vacancy rates.

Preschool teachers and diploma-qualified educators are particularly difficult to recruit and retain due to limited availability, compliance requirements, and sector-wide pay inequity.

To support long-term viability, Council should consider traineeships, flexible employment models, and targeted support for professional development and qualification upgrades. Creating supportive, high-quality work environments will also be key to attracting and retaining staff in this critical service area.

### Human Resources (HR, Payroll, Safety)

Human resources, payroll, and work health and safety functions are increasingly specialised, with growing complexity in legislative compliance, digital systems, and organisational change management.

Regional Councils often struggle to attract experienced professionals in these areas, and recent turnover has created further capability gaps.

To meet future needs, Council should invest in strengthening internal HR systems and processes, while building career pathways for developing talent within HR, payroll, and safety.

Prioritising skills in data-driven decision-making, employee relations, and contemporary WHS practices will be essential for building a resilient and responsive work-force.

## Governance – Integrated Planning and Reporting (IP&R)

Effective Governance, particularly through the Integrated Planning and Reporting (IP&R) Framework, is essential for strategic decision-making and organisational transparency.

Internal consultation highlighted the need to strengthen capability in interpreting, aligning, and implementing IP&R requirements across all departments, not just within strategic planning teams.

A broader understanding of legislative obligations, community engagement principles, and performance monitoring is necessary to embed Governance responsibilities into day-to-day operations.

Future capability needs will include training staff at multiple levels in strategic alignment, risk-based decision-making, and outcome reporting. Strengthening organisational literacy in IP&R will support a more cohesive and accountable approach to planning, budgeting, and service delivery.

## Leadership Skills

Leadership capability is central to workforce engagement, team cohesion, and organisational performance. Internal consultation identified that recent turnover and structural change have created a need to upskill new and emerging leaders in both technical leadership and people management.

There is a particular need for capability in communication, performance management, team development, and managing change.

Future leadership development should focus on building a pipeline of confident, strategic, and empathetic leaders at all levels. Structured training, mentoring, and peer learning opportunities will be key to strengthening leadership resilience, succession planning, and cross-organisational collaboration.

## Privacy/Information Management

The importance of strong privacy and information management practices has been elevated by regulatory changes and increasing digital dependence. Staff identified challenges in understanding data handling responsibilities, system use, and the storage and disposal of records in line with legislative and organisational requirements.

Future capability needs include broad-based training in the principles of privacy protection, data security, and compliant record keeping practices.

Building confidence in the use of information systems, combined with clear protocols and leadership support, will help reduce risk and ensure Council meets its obligations under the State Records Act and relevant privacy legislation.

## Soft Skills: Resilience, Emotional Intelligence, and Time Management

Soft skills such as resilience, emotional intelligence, and time management were consistently raised during consultation as key capability needs across all levels of the organisation.

The pace and complexity of work, coupled with workforce pressures and change fatigue, have underscored the importance of supporting staff in managing their well-being, relationships, and workloads effectively.

Future development strategies should prioritise building individual and team resilience, fostering emotionally intelligent communication, and enhancing prioritisation and time management skills. These foundational capabilities contribute significantly to employee engagement, productivity, and the overall health of the organisation.







# 09

## Key Pillars

- Attracting our people
- Developing our people
- Rewarding our people
- Supporting our people
- Protecting our people
- Leading our people

## Key Pillars



In embracing the challenges for the future, Council aims to continue to sustain a high-performance organisation that delivers great outcomes, efficiently and effectively delivering on the commitments we've made to our community.

To achieve our objectives, Council will put our people and community at the centre of everything we do.

As a start point for developing our Workforce Management Plan, Council first ensured that the organisational strategies and measures of success were clearly established in our Delivery Program and Operational Plan. From there our people-related practices have been integrated and aligned with the organisational needs.

By considering the organisational imperatives Council is able to establish a business case for meaningful, strategic investment in our people in the knowledge that high engagement levels are proven to correlate with better performance and outcomes.

This Plan sets out the critical people principles and practices that Council believe will ensure we are able to maintain a sustainable, high-performing, people-focused organisation.

It is designed to integrate the various people practices Council will need to be successful, and prioritisation of the actions and initiatives included in the plan ensure focus on key strategic initiatives.

Council has taken a layered approach to this Plan, based on six key pillars, as shown above. Each pillar is defined by clear objectives and 'our people' principles which are in turn supported by a suite of practices, actions and initiatives that bring the plan to life.

Council will continue to monitor progress and measure success through a dashboard of key performance indicators, adjusting and enhancing the plan based on progress towards our objectives.



# 10

## Action Plan

- Action Plan Summary
- Action 1 - Attracting our people
- Action 2 - Developing our people
- Action 3 - Rewarding our people
- Action 4 - Supporting our people
- Action 5 - Protecting our people
- Action 6 - Leading our people

## Action Plan Summary



Pillar	Our goal	What we will do
Action 1 - Attracting our people	Our workforce is diverse, and our people meet our current and future needs	<ul style="list-style-type: none"> <li>Improve our workforce planning to respond to current and future needs</li> <li>Promote Parkes Shire Council as an Employer of Choice in the Local Government sector</li> </ul>



Pillar	Our goal	What we will do
Action 2 - Developing our people	We develop the capability of our people to deliver outstanding results for our community	<ul style="list-style-type: none"> <li>Implement a "Grow Our Own" approach to develop our people</li> <li>Increase focus on career/development pathways within Parkes Shire Council and provide tailored development opportunities</li> </ul>



Pillar	Our goal	What we will do
Action 3 - Rewarding our people	We are committed to recognising and acknowledging individuals and teams for their exceptional contribution, performance and achievements in the workplace to enable a positive and engaged workforce	<ul style="list-style-type: none"> <li>Provide opportunities for Cadets, Apprenticeships and Trainees to transition to permanent employment</li> <li>Recognise employee's sustained engagement and service through service milestones, and reward and recognition</li> </ul>



Pillar	Our goal	What we will do
Action 4 - Supporting our people	Our people are supported and engaged to deliver outstanding results for our community	<ul style="list-style-type: none"> <li>Ensure our organisation and operations are supported with flexible employment opportunities</li> <li>Review and improve Council's appraisal process</li> <li>Review/reflect on diversity, equity and inclusion initiatives within Parkes Shire Council's relevant plans and strategies</li> </ul>



Pillar	Our goal	What we will do
Action 5 - Protecting our people	Our workplace is safe, and our people are trained and supported to deliver outstanding results for our community	<ul style="list-style-type: none"> <li>Provide independent support to employees through an Employee Assistance Program (EAP)</li> <li>Continually improve the Consultative Committee and Health and Safety Committee to ensure active members, staff engagement and policy consultation</li> <li>Ensure a safe workplace through implementation of the Work Health and Safety Management System (WHSMS) and compliance of legislative requirements</li> </ul>



Pillar	Our goal	What we will do
Action 6 - Leading our people	We are committed to engaging our leaders and teams to embrace Council's Corporate Values	<ul style="list-style-type: none"> <li>Incorporating values into team building and leadership programs</li> <li>Engage with leaders to facilitate review of key policies to incorporate accountability, responsibility and Council's values</li> </ul>



# Action 1 – Attracting our people



ID	Outputs to achieve this outcome	Responsible	How we will measure our performance	Target	Scheduled Delivery			
					2025/ 26	2026/ 27	2027/ 28	2028/ 29
1.1	Enhance workforce planning procedures and tools to guide decision making	Manager People, Safety and Culture	Workforce data provided to Executive Leadership Team	Monthly	X	X	X	X
1.2	Review and improve recruitment processes including accessibility	Human Re-sources Specialist	Review of Recruitment and Selection Policy and Procedures	Recruitment and Selection Policy and Procedures reviewed and implemented	X			
1.3	Review and promote the benefits of working at Parkes Shire Council	Manager People, Safety and Culture	Review and promote Council's Employee Value Proposition (EVP)	EVP reviewed and promoted		X		X
1.4	Provide a strong first impression of Parkes Shire Council for new employees	Human Resources Specialist	Review and improve Council's onboarding processes	Onboarding processes reviewed and implemented		X		X
1.5	Review and improve the offboarding processes and exit interview process to maximise feedback to improve systems and reduce turnover	Human Resources Specialist	Review and improve Council's off-boarding processes	Offboarding processes reviewed and implemented		X		X
		Human Resources Specialist	Employees invited to participate in exit interviews	100% of exiting employees invited to participate in exit interviews	X	X	X	X
1.6	Review, improve and promote Council's Cadet, Apprentice and Trainee (CAT) Program	Education, Capability and Wellbeing Coordinator	Develop an engagement program/process with schools and universities to promote Council's CAT Program and other Council employment opportunities	Engagement program/process developed within CAT Program		X		X
		Education, Capability and Wellbeing Coordinator	Inclusion of work experience and university placement opportunities (including MIPPS) within Council's CAT program	Cadet, Apprentice and Trainee (CAT) program reviewed and updated	X			

## Action 2 – Developing our people



ID	Outputs to achieve this outcome	Responsible	How we will measure our performance	Target	Scheduled Delivery			
					2025/ 26	2026/ 27	2027/ 28	2028/ 29
2.1	Identify and promote career / development pathways within Parkes Shire Council	Manager People, Safety and Culture	Identify career and development pathways for core/critical roles within Council, other departments or with other Councils (example sister city, neighbouring Councils)	Identify core/critical roles within Council	X			
		Education, Capability and Wellbeing Coordinator		Develop and promote career and development pathways within Council		X		
		Education, Capability and Wellbeing Coordinator		Investigate development opportunities with other Councils			X	
2.2	Potential successors are identified, confirmed and encouraged to grow and develop and provided with tailored development opportunities	Human Resources Specialist	Potential successors and high potential employees identified and confirmed	Potential successors and high potential employees identified and confirmed		X		
		Education, Capability and Wellbeing Coordinator	Development of a leadership pathways program	Leadership pathways program developed	X			
		Education, Capability and Wellbeing Coordinator		Tailored development opportunities provided for identified successors and leaders including skills transfer coaching and mentoring opportunities	X	X	X	X
2.3	Ensure employees have the capabilities and/or develop the skills required to perform their roles effectively and efficiently	Human Resources Specialist	Deliver the annual training plan	Annual training plan delivered	X	X	X	X
		Manager People, Safety and Culture	Review Council's secondment/acting higher processes	Secondment/Acting Higher Process reviewed	X			
2.4	Provide opportunities for our Cadets, Apprentices and Trainees to have a continuous pipeline of development within Council	Manager People, Safety and Culture	Percentage of workforce in Cadet, Apprenticeship and Trainee (CAT) program	10% of workforce	X	X	X	X
		Manager People, Safety and Culture	Review Cadet, Apprenticeship and Trainee (CAT) program to include the opportunity to share identified roles across departments	Identify roles able to be shared and implement department sharing program	X		X	



## Action 3 - Rewarding our people



ID	Outputs to achieve this outcome	Responsible	How we will measure our performance	Target	Scheduled Delivery			
					2025/ 26	2026/ 27	2027/ 28	2028/ 29
3.1	Provide opportunities for Council's Cadets, Apprenticeships and Trainees to transition to permanent employment upon completion of their qualifications	Manager People, Safety and Culture	Investigate and review processes to transition CAT employees to permanent employment	Opportunities to transition CAT employees to permanent employment reviewed and communicated		X		
3.2	Recognise employees' sustained e-gagement and service through service milestones	Human Re-sources Specialist	Service Awards provided	100% of employees reaching milestones are rewarded	X	X	X	X
3.3	Recognise employees' sustained engagement and performance through reward and recognition	Human Resources Specialist	End of Year Awards provided	End of year awards promoted and awarded	X	X	X	X

## Action 4 - Supporting our people



ID	Outputs to achieve this outcome	Responsible	How we will measure our performance	Target	Scheduled Delivery			
					2025/26	2026/27	2027/28	2028/29
4.1	Ensure our organisation and operations are supported with flexible employment opportunities	Manager People, Safety and Culture	Review and promote Council's Flexible Work Policy	Council's Flexible Work Policy reviewed and promoted including transition to retirement guidelines, gender equity and disability inclusion		X		
		Manager People, Safety and Culture	Investigate the implementation of shared casual pool(s) that can be utilised across Council	Roles for shared casual pool(s) identified and created			X	
4.2	Review/reflect on diversity, equity and inclusion initiatives within EEO Plan, Gender Equity, DIAP, Reconciliation Action Plan	Manager People, Safety and Culture	Review/reflect on diversity, equity and inclusion initiatives within EEO Plan, Gender Equity, DIAP, Reconciliation Action Plan	Annual review of workforce plan related actions within relevant plans and strategies	X	X	X	X
4.3	Review and improve Council's appraisal process	Human Resources Specialist	Review Council's appraisal process including but not limited to: <ul style="list-style-type: none"> <li>• clear deadlines</li> <li>• clear KPIs</li> <li>• development of goals</li> <li>• incorporation of values</li> </ul>	Council's appraisal process reviewed	X			
4.4	Facilitate a culture of continuous improvement in service delivery across our organisation	Education, Capability and Wellbeing Coordinator	Deliver biennial LEAN and/or continuous improvement methodology training	LEAN and/or continuous improvement methodology training delivered biennially	X		X	
		Manager Governance, Risk and Corporate Performance	Undertake service reviews of core and noncore services	Service Reviews undertaken	X	X	X	X

## Action 5 - Protecting our people



ID	Outputs to achieve this outcome	Responsible	How we will measure our performance	Target	Scheduled Delivery			
					2025/ 26	2026/ 27	2027/ 28	2028/ 29
5.1	Conduct biennial employee wellbeing and engagement surveys	Human Resources Specialist	Conduct biennial employee surveys	Survey delivered	X		X	
5.2	Conduct biennial employee psychological safety survey	Work Health Safety Coordinator	Conduct biennial psychological safety survey	Survey delivered		X		X
5.3	Employee Health and Wellbeing a fit and healthy workforce	Human Resources Specialist	Deliver the annual health and wellbeing program	Deliver annual health and wellbeing program	X	X	X	X
5.4	Provide independent support to employees	Human Resources Specialist	EAP service available to all employees	EAP service provided	X	X	X	X
5.5	Continually improve the Consultative Committee and Health and Safety Committee to ensure active members, staff engagement and policy consultation	Manager People, Safety and Culture	Awareness of committees and active involvement as measured by participation and employee survey results	Promote Consultative Committee and Health and Safety Committee	X	X	X	X
5.6	Ensure a safe workplace through implementation of the Work Health and Safety Management System (WHSMS) and compliance of legislative requirements	Work Health Safety Coordinator	ISO:45001 Accreditation is maintained	Maintain ISO:45001 Accredited	X	X	X	X
		Work Health Safety Coordinator	Deliver health monitoring to required employees as required by legislation and Council's WHSMS	Health monitoring programs delivered	X	X	X	X
		Work Health Safety Coordinator	Review and implement contractor safety compliance as required by legislation and Council's WHSMS	Review contractor compliance requirements processes	X		X	
				Train contract managers on contractor compliance requirements processes	X		X	
				Train and skill people leaders on injury management and return to work role and process		X		X

## Action 6 - Leading our people



ID	Outputs to achieve this outcome	Responsible	How we will measure our performance	Target	Scheduled Delivery			
					2025/26	2026/27	2027/28	2028/29
6.1	Facilitate organisational success by creating accountability and responsibility among the members of our organisation by providing clear values to meet our corporate and community vision	Manager Governance, Risk and Corporate Performance	Engage with ELT/CMT to facilitate review key policies to incorporate accountability, responsibility and Council's values	Facilitate review and promotion of Council's key Council, Operational and Workplace Policies.	X	X	X	X
		Manager People, Safety and Culture	Reinvigorate Council's Values through team building and leadership programs	Values incorporated team building and leadership programs delivered		X		X



# 11

## Governance, monitoring and review





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## Governance, monitoring and evaluation

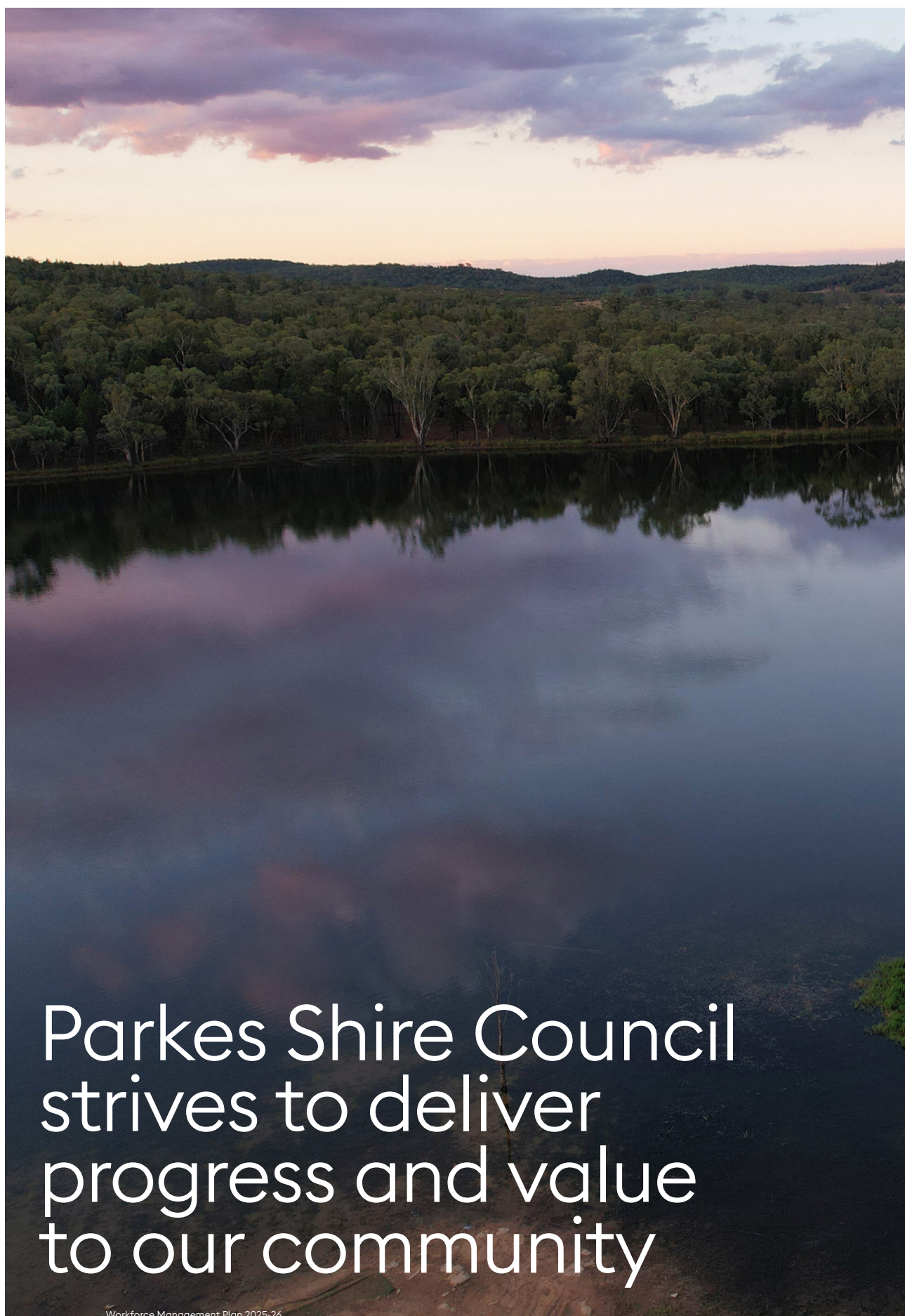
Monitoring and evaluation are important aspects of the workforce planning process that allows Council to analyse the effectiveness of objectives and strategies, and where required make changes to improve ongoing success.

It is anticipated that over time the workforce will present new or different challenges for the organisation. A review of the Workforce Plan will therefore be undertaken annually with associated actions to be managed within Council's Delivery Program and the annual Operation Plan and Budget.

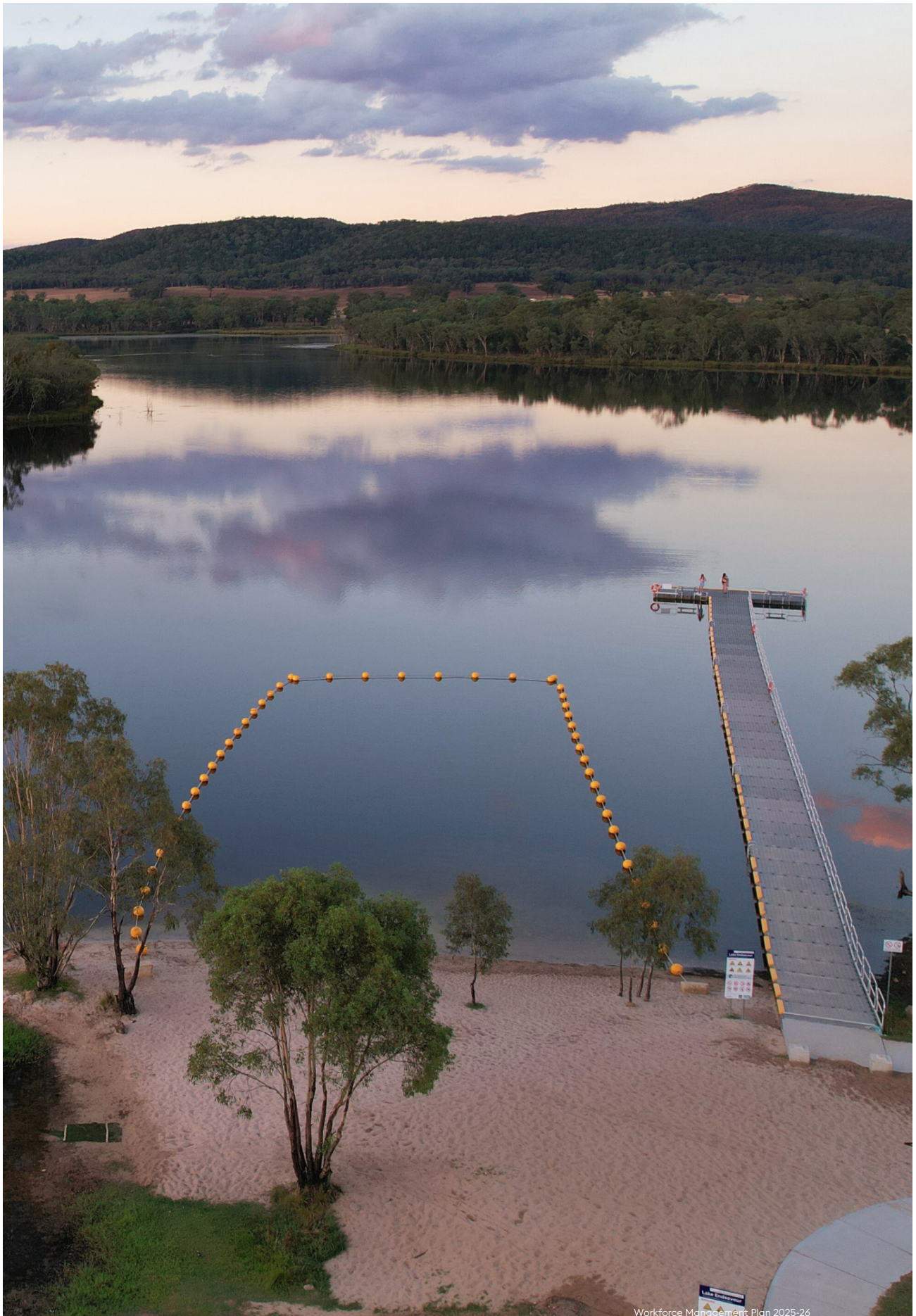
This review process will consider whether the key themes and strategies remain current or if new issues or actions need to be added throughout the four-year period of operation.

To support the implementation of this Workforce Management Plan, we will continue to work with our Executive Leadership Team, who will meet regularly to monitor and review Operational reporting and the Delivery Program quarterly progress.

Our progress toward the Community strategic Plan, Delivery Program and Operational Plan and Budget will also be addressed in the Annual Report each year.









**14.5 ADOPTION OF THE DELIVERY PROGRAM 2025-2029****IP&R Linkage:** Pillar: Leadership**Goal:** Our local government is sustainable and plans for the future.**Strategy:** Provide clear long-term direction for the community through the development of the Integrated Planning and Reporting framework.**Author:** Teresa Cooper, Corporate Planning and Performance Coordinator**Authoriser:** Anthony McGrath, Director Customer, Corporate Services and Economy**Annexures:**  
**A.** Delivery Program 2025-2029 (under separate cover) ➡  
**B.** Submission - Sharon Woods (1) (under separate cover) ➡  
**C.** Submission - Sharon Woods (2) (under separate cover) ➡  
**D.** Submission - Cecilia Balmaceda (under separate cover) ➡  
**E.** Submission - Erik Lensson (under separate cover) ➡**RECOMMENDATION**

That Council:

1. Note the draft Delivery Program 2025-2029 was placed on public exhibition for 28-days between 7 May to 3 June 2025.
2. Receive and consider the five (5) submissions received in relation to the draft Delivery Program 2025-2029, attached at *Annexure B-E*, and request the General Manager respond to the external submissions received as recommended in this report.
3. Adopt the Delivery Program 2025-2029 attached at *Annexure A*, pursuant to section 404 of the *Local Government Act 1993*, including the recommended amendments provided in this report.
4. Publish the Delivery Program 2025-2029 on Council's website.

**BACKGROUND**

Under the Integrated Planning and Reporting (IP&R) framework provisions of the Local Government Act 1993 (the Act), Parkes Shire Council ("Council") must develop and adopt a four-year Delivery Program following each local government ordinary election. This program details the principal activities to be undertaken over the current Council term to perform its functions, including implementing the strategies set out in the Community Strategic Plan, within the limits of the resources available under the Resourcing Strategy.

Section 404 of the Act mandates that Council's IP&R framework must include interrelated plans to guide its strategic planning and reporting activities. The Delivery Program must directly address the objectives and strategies of the Community Strategic Plan and identify the principal activities that Council will undertake over its term to meet those objectives. Additionally, the Delivery Program must address ongoing improvements in efficiency, productivity, financial management, and governance of Council's operations, and identify the services that Council will review during its term.

The IP&R Guidelines, issued by the Office of Local Government and prescribed under section 23A of the Act, provide robust direction on the elements to be included in the Delivery Program to ensure it meets community needs.

The Delivery Program is an essential component of Integrated Planning and Reporting for Council as it is essential for the development of the annual Operational Plan and Budget, to ensure alignment with community strategic objectives and resource availability.



The Director Customer, Corporate Services and Economy provided a presentation at the February Councillor Workshop on the current 2025 Integrated Planning and Reporting (IP&R) Framework and walked through the full suite of documents for delivery in the first year of Office. A follow-up presentation on progress toward the 2025 IP&R Framework was provided at the May Councillor Workshop which included key points of the draft Delivery Program 2025-2029. Another presentation was also provided in the June Councillor Workshop including an overview of the submissions received from the public in relation to the Delivery Program and recommendations on how to respond to these submissions and what amendments had been made to the draft in response to these submissions.

## ISSUES AND COMMENTARY

The draft Delivery Program (DP) was endorsed for public exhibition from 7 May to 3 June 2025 [ECMCC 007/25]. This exhibition period was publicised on Council's website and social media channels, as well as by direct correspondence to Council's various Community Consultative Committees. Hard copies were made available at Council's Administration Centre, at the four Shire libraries and at Bangala-la Pre-school. Community Drop-In Sessions on IP&R and the current documents on public exhibition, including the Delivery Program was held at all Parkes Shire Library branches in May.

Submissions on the draft Delivery Program 2025-29 could be made online via email to [council@parkes.nsw.gov.au](mailto:council@parkes.nsw.gov.au) or by mail to the General Manager.

Council received a total of five (5) submissions, four (4) external and one (1) internal submission. The following table is a summary of the submissions received shown in full at *Annexure B-E* and the recommended response and/or amendments to be made to the final Delivery Program 2025-2029 attached at *Annexure A*.

No.	Detail of Submission	Council Response	Amendment Details
1/2	<b>External Contributor:</b> <b>Sharon Woods</b> <i>Full submission attached at Annexure B and C</i> <ul style="list-style-type: none"> <li>- Expressed deep concern of Parkes Shire Council's handling of proposed Energy-from Waste (EfW) incinerator.</li> <li>- Commented on disconnect between the Draft Delivery Program and the actions taken in relation to the EfW and provided examples of quotes in the Delivery Program.</li> <li>- Accused council of a lack of consultation and lack of transparency in relation to the EfW project.</li> <li>- Argued the commitments in the draft document are in breach in relation to the EfW and provided quotes.</li> </ul>	<ul style="list-style-type: none"> <li>- Reassure the submitter that Council upholds the values and promises we commit to in our strategic documents.</li> <li>- Explain this is a NSW Government lead project, not a council project.</li> <li>- Provide information in relation to the EfW proponent and how to engage with the proponent and the NSW government in relation to their project.</li> <li>- Address concerns raised in relation to breaches of consultation and engagement in relation to the EfW project.</li> <li>- Provide information on how Council uses the</li> </ul>	No amendments required.

	<ul style="list-style-type: none"> <li>- Demanded public engagement in relation to the EfW.</li> <li>- Urged Council to immediately pause support for the EfW project and initiate open, inclusive, and properly advertised consultation process.</li> </ul>	<p>strategic documents developed by the Integrated Planning and Reporting framework to help inform how they respond to consultation from the NSW government on projects such as the EfW.</p> <ul style="list-style-type: none"> <li>- Confirm their concerns around contravention to the draft Delivery Program have been communicated to council.</li> <li>- Advise that Council has not resolved to supported the EfW project.</li> </ul>	
<b>3</b>	<p><b>External Contributor:</b> <b>Cecilia Balmaceda</b> <i>Full submission attached at Annexure D</i></p> <ul style="list-style-type: none"> <li>- Questioned why there was no mention of the waste facility.</li> <li>- Commented that the 'incinerator proposal' goes against the values listed in the delivery program, including transparency, health and the environment.</li> <li>- Asked Council to explain how the waste facility aligns with Community Strategic Plan Theme One.</li> <li>- Asked Council to address how they are converting Parkes into Sydney's rubbish dump.</li> <li>- Asked what the point of the document is if current residents will be forced to move.</li> </ul>	<ul style="list-style-type: none"> <li>- Provide information about the Integrated Planning and Reporting process and the purpose of the Delivery Program document and how Council uses it to engage with external projects, such as the Waste to Energy facility.</li> <li>- Explain this is a NSW Government lead project, not a council project.</li> <li>- Clarify information on the project and how to engage with the relevant consultation processes in relation to the WTE project and where information is available.</li> <li>- Reassure them of Council's commitment to the principles in our documents</li> <li>- Note the inaccuracy that council has formed an opinion in relation to this project.</li> </ul>	No amendments required.

4	<b>External Contributor:</b> <b>Erik Lensson</b> <i>Full submission attached at Annexure E</i> <ul style="list-style-type: none"> <li>- Noted a disconnect between the commitments in Council's draft Delivery Program and the actions taken in relation to the Energy from Waste project and provided examples.</li> <li>- Noted a lack of transparency or engagement in relation to this project</li> <li>- Urged immediately pausing support for this project</li> </ul>	<ul style="list-style-type: none"> <li>- Provide information on the project and how to engage with the relevant consultation processes in relation to the WTE project.</li> <li>- Reassure them of Council's commitment to the principles in our documents in relation to all projects, including this one.</li> <li>- Note the inaccuracy that Council has formed an opinion in relation to this project.</li> <li>- Provide information on the purpose of the Delivery Program.</li> </ul>	No amendments required.
5	<b>Internal Submission</b> <ul style="list-style-type: none"> <li>- Minor spelling and grammar changes</li> <li>- Recommended amendments to strategic priorities within each core function for ease of reading</li> </ul>		Amendments made as per recommendation.

## LEGISLATIVE AND POLICY CONTEXT

Council is required under the Local Government Act and IP&R Guidelines to review and develop the Delivery Program before 30 June in the year following an ordinary election.

[Local Government Act 1993 No 30 - NSW Legislation - Delivery Program](#)

[Integrated Planning and Reporting Guidelines for Local Government in NSW \(Office of Local Government, September 2021\)](#)

## FINANCIAL IMPLICATIONS

The Delivery Program must be developed within the resources available under the resourcing strategy, which includes the Long-Term Financial Plan, and discusses the finances for the 4-year term the Program covers.

## RISK IMPLICATIONS

Failure to review and adopt this Delivery Program could have potentially major risk implications for Council.

Robust Integrated Planning and Reporting (IP&R) frameworks play a crucial role in mitigating the risks of misuse and mismanagement of public funds. By ensuring that all activities and expenditures are transparently planned and reported, these frameworks help maintain accountability and trust within the community.

Aligning the 4-year Delivery Program with the Resourcing Strategy and Community Strategic Plan is essential to ensure that resources are allocated efficiently and effectively towards achieving the community's priorities and goals.

### **COMMUNITY CONSULTATION**

Consistent with the requirements outlined in the Guidelines, the draft Delivery Program was publicly exhibit for 28 days, and any submissions received during the exhibition period are detailed in the report for consideration of Council.

**14.6 ADOPTION OF THE LONG-TERM FINANCIAL PLAN 2025-2035****IP&R Linkage:** **Pillar:** Leadership**Goal:** Our local government is sustainable and plans for the future.**Strategy:** Provide clear long-term direction for the community through the development of the Integrated Planning and Reporting framework.**Author:** **Teresa Cooper, Corporate Planning and Performance Coordinator****Authoriser:** **Anthony McGrath, Director Customer, Corporate Services and Economy****Annexures:**  
**A. Long-Term Financial Plan (under separate cover) [⇒](#)**  
**B. Submission - Peter Giles (under separate cover) [⇒](#)**  
**C. Submission - Natalie Williams (under separate cover) [⇒](#)**  
**D. Submission - Geoff Dunford (under separate cover) [⇒](#)****RECOMMENDATION**

That Council:

1. Note the Long-Term Financial Plan 2025-2035 was placed on public exhibition for 28-days between 7 May to 3 June 2025.
2. Receive and consider the four (4) submissions received in relation to the draft Long-Term Financial Plan 2025-2035, attached at *Annexure B-D*, and request the General Manager respond to the external submissions received as recommended in this report.
3. Adopt the Long-Term Financial Plan 2025-2035 attached at *Annexure A*, pursuant to section 403 of the *Local Government Act 1993* and 3.3 of the Integrated Planning and Reporting Guidelines, including the recommended amendments provided in this report.
4. Publish the Long-Term Financial Plan 2025-2035 on Council's website.

**BACKGROUND**

The Local Government Act 1993 ("the Act") mandates that all councils engage in long-term community and corporate planning and reporting through the Integrated Planning and Reporting (IP&R) framework. This framework ensures the interrelationship between the Community Strategic Plan, Delivery Program, Resourcing Strategy, and annual Operational Plans. These documents must be reviewed and updated by the incoming council following an ordinary local government election.

Under the IP&R framework provisions of the Act, Parkes Shire Council ("Council") must develop and adopt a Resourcing Strategy, which includes a Long-Term Financial Plan, Workforce Management Plan, and Asset Management Plan. These plans detail the resources required to implement the strategies set out in the Community Strategic Plan and the Delivery Program.

The Long-Term Financial Plan, a ten-year plan part of the Resourcing Strategy, informs decision-making during the preparation and finalisation of the Community Strategic Plan and the Delivery Program. In developing the Long-Term Financial Plan, due regard must be given to promoting the financial sustainability of the Council.

The Director Customer, Corporate Services and Economy provided a presentation at the February Councillor Workshop on the current 2025 Integrated Planning and Reporting (IP&R) Framework and walked through the full suite of documents for delivery in the first year of Office. A follow-up presentation on progress toward the 2025 IP&R Framework was provided at the May Councillor Workshop which included key points of the draft Long-Term Financial Plan 2025-2035. Another presentation was also provided in the June Councillor Workshop including an overview of the



submissions received from the public in relation to the Long-Term Financial Plan and recommendations on how to respond to these submissions and what amendments had been made to the draft in response to these submissions.

## ISSUES AND COMMENTARY

The draft Long-Term Financial Plan was endorsed for public exhibition from 7 May to 3 June 2025 [ECMCC 008/25]. This exhibition period was publicised on Council's website and social media channels, as well as by direct correspondence to Council's various Community Consultative Committees. Hard copies were made available at Council's Administration Centre, at the four Shire libraries and at Bangala-la Pre-school. Community Drop-In Sessions on IP&R and the current documents on public exhibition, including the Delivery Program was held at all Parkes Shire Library branches in May.

Submissions on the draft Long-Term Financial Plan 2025-2035 could be made online via email to [council@parkes.nsw.gov.au](mailto:council@parkes.nsw.gov.au) or by mail to the General Manager.

Council received a total of four (4) submissions, three (3) external and one (1) internal submission. The following table is a summary of the submissions received shown in full at *Annexure B-D* and the recommended response and/or amendments to be made to the final Long-Term Financial Plan 2025-2035 attached at *Annexure A*.

No.	Detail of Submission	Council Response	Amendment Details
1	<p><b>Contributor:</b></p> <p><b>Peter Giles</b></p> <p><i>Full submission attached at Annexure B</i></p> <ul style="list-style-type: none"> <li>Commended depth of modelling, transparency around funding assumptions, and alignment with strategic and community priorities.</li> <li>Provided areas for consideration and improvement <ul style="list-style-type: none"> <li>Suggested early-stage reviews of service levels, shared service opportunities, and revenue diversification</li> <li>Suggested considering more flexible planning based on triggered land rezoning</li> <li>Consider refinancing options with sewer loan repayment</li> <li>Include dedicated section on SAP, housing and economic development strategies</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Thank them for their feedback and for the areas of their support</li> <li>Provide information about the IP&amp;R process and how this document is a conservative outlook that is important to acknowledge our situation if certain opportunities do not come to pass.</li> <li>Explain that this document is not static but is reviewed each year as part of the Operational Plan and Budget.</li> <li>Will look to make the above clearer in the document and make inclusions where practicable.</li> </ul>	<p>Provided more context and information around assumptions</p>

2	<p><b>Contributor:</b> <b>Natalie Caldwell</b> <i>Full submission attached at Annexure C</i></p> <ul style="list-style-type: none"> <li>- Appreciated the inclusion of Public Amenities, Building and Halls, Arts &amp; Cultural Programs as priorities over the next ten years.</li> <li>- Noted the plan was vague.</li> <li>- Requested council consider the usage, management and equitable access to these facilities, throughout the dream, grant application and reality processes.</li> <li>- Noted that public spaces that are not looked after or are poorly designed (not fit for purpose), can become a waste of everyone's time and energy</li> </ul>	<ul style="list-style-type: none"> <li>- Thank them for their feedback and the areas they supported.</li> <li>- Provide information on the purpose of the separate IP&amp;R suite of documents, including the additional operational detail in the Operational Plan.</li> <li>- Provide information on other relevant strategies.</li> <li>- Note that additional background information has been provided to the Plan.</li> </ul>	<p>Provided more context and information around assumptions</p>
3	<p><b>Contributor:</b> <b>Geoff Dunford</b> <i>Full submission attached at Annexure D</i></p> <p>6. Page 10. The forecast assumption for Employee Costs is 3% pa for 10 years. The reason given is for Award increases. However, there is no assumption regarding productivity increases over the 10 years. Proposed that Council agrees that productivity increases must be included as an assumption.</p> <p>7. Page 10. Operating Results from Continuing Operations are all Deficits (Losses) for the next 10 Years. Notes this proposal is unsustainable. Notes it is necessary that all Depreciation is fully funded. Proposed that Council reviews these Deficits, and that the current Operating Deficit is amended to a Balanced Budget (or Surplus) for each year of this LTFP.</p>	<p>6. Explain that a 3% salary increase simply adjusts for inflation, ensuring an employee's work is compensated appropriately for the same work being completed and is mandated by the Award at this increase. It does not necessitate a productivity increase.</p> <p>7. Explain that this document is not static but is reviewed each year as part of the Operational Plan and Budget. Council also acknowledges that this is not sustainable and notes unable to post a general fund surplus due to ever increasing depreciation. At this stage council's only choice was to reduce capital spend.</p> <p>8. Council will consider balance sheets to be</p>	<p>No amendments required</p>

	<p>8. No Balance Sheet. The Draft LTFP does not include a Balance Sheet for each year. A Balance Sheet would provide the community with projections of Net Equity, Net Asset movements (including Depreciation), and Liabilities. Propose that Council produces Balance Sheets, and all are to be included in the current Long Term Financial Plan.</p> <p>9. Item 9.3 Extraordinary Council Meeting 6 May 2025- Background comments. It is not appropriate to refer to a Special Rate Variation, nor increasing Borrowings to fund future Deficits. I propose that Council provides a Balanced Budget Strategy to the Community, that does not include future Special Rates Variations, nor increased Borrowings.</p>	<p>included in future Long-Term Financial Plans.</p> <p>9. Note that a Special Rate Variation nor increasing Borrowings were proposed in background information for the 6 May extraordinary meeting. Explain that a statement around requirements of a Long-Term Financial Plan was made that included information that if a special rate variation were to be proposed that it needs to be included in a Council's Long-Term Financial Plan. Please note that a Special Rate Variation has not been noted in this plan nor has increased Borrowings.</p>	
<b>4</b>	<p><b>Internal Submission</b></p> <ul style="list-style-type: none"> <li>- Updated guiderails</li> <li>- Updated financial sustainability objectives section</li> <li>- Update IPR component to make consistent with suite of IPR</li> <li>- Foreword from mayor and general manager added</li> <li>- Updated layout</li> <li>- Story for our current assumptions or why lack of movement in certain areas if no assumptions</li> </ul>		Amendments made as per recommendation.

## LEGISLATIVE AND POLICY CONTEXT

[Local Government Act 1993, Section 403 - Resourcing Strategy Integrated Planning and Reporting Guidelines for Local Government in NSW \(Office of Local Government, September 2021\)](#)

## FINANCIAL IMPLICATIONS

The lack of a robust Long-Term Financial Plan could have severe financial implications for Council. Without a robust plan, the council may face persistent operating deficits, inadequate funding for infrastructure maintenance and renewal, and an unsustainable increase in services or assets. This can lead to financial instability, increased borrowing costs, and an unfair distribution of the rate burden among ratepayers. Assumptions based on the financials provided in the council's Long-Term

Financial Plan within its Resourcing Strategy are crucial for informed decision-making. Failure to adhere to these assumptions can compromise the council's ability to meet its strategic objectives and maintain financial sustainability.

### **RISK IMPLICATIONS**

Failure to review and adopt this Long-Term Financial Plan could have potentially major risk implications for Council, particularly financial.

Robust Integrated Planning and Reporting (IP&R) frameworks play a crucial role in mitigating the risks of misuse and mismanagement of public funds. By ensuring that all activities and expenditures are transparently planned and reported, these frameworks help maintain accountability and trust within the community.

### **COMMUNITY CONSULTATION**

Consistent with the requirements outlined in the Guidelines, the draft Long-Term Financial Plan was publicly exhibit for 28 days, and any submissions received during the exhibition period are detailed in the report for consideration of Council.

**14.7 ADOPTION OF COUNCIL POLICIES****IP&R Linkage:** **Pillar:** Leadership**Goal:** Our local government is contemporary, effective and efficient.**Strategy:** Ensure compliance with statutory requirements and ensure Parkes Shire Council's operations are supported by good corporate governance and effective risk management.**Author:** **Veronica Shaw, Business Support Officer****Authoriser:** **Anthony McGrath, Director Customer, Corporate Services and Economy****Annexures:** **A. Council Policy - Records and Information Management** [↓](#)**RECOMMENDATION**

That Council:

1. Adopt the Council policy – Records and Information Management included as *Annexure A* to this report.
2. Publish the adopted policy on Council's Website and intranet.

**BACKGROUND**

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

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

- Council Policy – Records and Information Management (*Annexure A*)

**ISSUES AND COMMENTARY**

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

Records and Information Management

The Records and Information Management policy at *Annexure A* has been reviewed, with minor updates linking the policy with the Information Management, Records and Privacy Strategic Plan. The purpose of this Policy is to establish how Council will meet its obligations under the *State Records Act 1998* but also takes into consideration all applicable related legislation listed within the controlled documentation.

**LEGISLATIVE AND POLICY CONTEXT**

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

Additional legislation considerations for this policy includes:

- [Government Information \(Public Access\) Act 2009](#)
- [State Records Act 1998 | State Records NSW](#)
- [Privacy and Personal Information Protection Act 1998](#).
- [General retention and disposal authority:](#)
  - [Administrative Records \(GA28\)](#)



- [Local Government \(FA450\)](#)
- [Early childhood education and care \(FA404\)](#)
- [Cemeteries and crematoria operations \(FA428\)](#)
- [Water supply and wastewater management \(FA367\)](#)
- [Public Interest Disclosure Act 2022](#)
- [Work Health and Safety Regulation 2017](#)
- [Evidence Act 1995](#)
- [Electronic Transactions Act 2000](#)

Related policies include the following:

- Council Policy - Cyber Security Policy and Framework
- Council Policy - Code of conduct
- Council Policy - Access to Information Held by Council
- Council Policy - Legislative Compliance Policy
- Council Policy - Privacy Management Plan
- Council Policy - Councillor Records Management Policy and Procedure
- Council Policy - Councillor Access to Information and their Interaction with Staff Policy
- Operational Policy - Records and Document Management Standards
- Operational Policy – Business System design and standards (to be developed)
- Operational Policy - Data Privacy and Protection
- Operational Policy - Mandatory Notification Data Breach
- Operational Policy - Retention, Disposal and Physical Storage of Records (to be developed)
- Operational Policy - GIPA (to be developed)

## **FINANCIAL IMPLICATIONS**

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

## **RISK IMPLICATIONS**

A weak or lack of a Records and Information Management Policy can lead to data breaches, regulatory non-compliance, loss of intellectual property, reputational damage, operational inefficiencies, and increased costs. Implementing a robust policy ensures compliance with regulations, enhances data security, improves efficiency and productivity, protects Council's community and reputation, and reduces unnecessary costs.

## **COMMUNITY CONSULTATION**

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

# Council Policy

## Records and Information Management



## Council Policy

Records and Information Management

### CONTROLLED DOCUMENT INFORMATION

<b>ECM Number</b>	335510
<b>Document Owner</b>	Manager Customer and Information Services
<b>Document Development Officer</b>	Information and Records Management Coordinator
<b>Review Timeframe</b>	Within 12 months of each ordinary election.
<b>Last Review Date</b>	June 2025
<b>Next Review Date</b>	2028

Document History		
Date	Resolution No.	Details/Comments
<b>12 December 2007</b>	07-533	Policy created
<b>2012</b>		Reviewed no amendments
<b>2016</b>		Reviewed no amendments
<b>2020</b>		Amendments to reflect CiAnywhere and new template format
<b>2023</b>	ELT Endorsement 13/02/2024	Major amendment and review of policy to reflect current standards
<b>2025</b>		Minor amendments to link with new strategic Plan and update with new functional authorities.

Further Document Information and Relationships	
<b>Related Legislation*</b>	<ul style="list-style-type: none"> <li>• <a href="#">Local Government Act</a></li> <li>• <a href="#">Model Code of Conduct for Local Councils in NSW, 2020</a></li> <li>• <a href="#">Government Information (Public Access) Act 2009</a></li> <li>• <a href="#">State Records Act 1998   State Records NSW</a></li> <li>• <a href="#">Privacy and Personal Information Protection Act 1998</a></li> <li>• <a href="#">General retention and disposal authority:</a> <ul style="list-style-type: none"> <li>- <a href="#">Administrative Records (GA28)</a></li> <li>- <a href="#">Local Government (FA450)</a></li> <li>- <a href="#">Early childhood education and care (FA404)</a></li> <li>- <a href="#">Cemeteries and crematoria operations (FA428)</a></li> <li>- <a href="#">Water supply and wastewater management (FA367)</a></li> </ul> </li> <li>• <a href="#">Public Interest Disclosure Act 2022</a></li> <li>• <a href="#">Work Health and Safety Regulation 2017</a></li> <li>• <a href="#">Evidence Act 1995</a></li> <li>• <a href="#">Electronic Transactions Act 2000</a></li> </ul>
<b>Related Policies</b>	<ul style="list-style-type: none"> <li>• <a href="#">Council Policy - Cyber Security Policy and Framework</a></li> <li>• <a href="#">Council Policy - Code of conduct</a></li> <li>• <a href="#">Council Policy - Access to Information Held by Council</a></li> <li>• <a href="#">Council Policy - Legislative Compliance Policy</a></li> <li>• <a href="#">Council Policy - Privacy Management Plan</a></li> </ul>

## Council Policy

### Records and Information Management



	<ul style="list-style-type: none"> <li>• <a href="#">Council Policy - Councillor Records Management Policy and Procedure</a></li> <li>• <a href="#">Council Policy - Councillor Access to Information and their Interaction with Staff Policy</a></li> <li>• <a href="#">Operational Policy - Records and Document Management Standards</a></li> <li>• Operational Policy – Business System design and standards (to be developed)</li> <li>• <a href="#">Operational Policy - Data Privacy and Protection</a></li> <li>• <a href="#">Operational Policy - Mandatory Notification Data Breach</a></li> <li>• Operational Policy - Retention, Disposal and Physical Storage of Records (to be developed)</li> <li>• Operational Policy - GIPA (to be developed)</li> </ul>
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>• <a href="#">Information Asset Register</a></li> <li>• <a href="#">Public Guide - Council Agency Information Guide</a></li> <li>• Information Management, Records and Privacy Strategic Plan (to be endorsed)</li> <li>• Procedure - Retention and Disposal (to be developed)</li> <li>• Procedure - Storage of Physical Records (to be developed)</li> <li>• User Guides</li> </ul>
<p><b>Note:</b> Any reference to Legislation will be updated in this Policy as required. See website <a href="http://www.legislation.nsw.gov.au/">http://www.legislation.nsw.gov.au/</a> for current Acts, Regulations and Environmental Planning Instruments.</p>	

**Council Policy**  
Records and Information Management**Contents**

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**Council Policy**

## Records and Information Management

**1. Purpose**

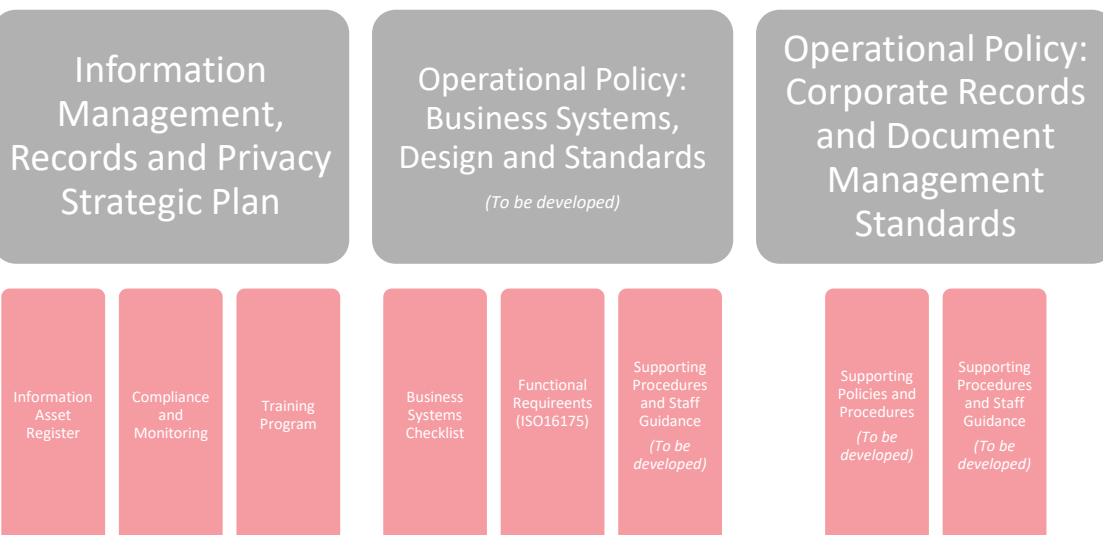
The purpose of this Policy is to establish how Council will meet its obligations under the *State Records Act 1998*. This policy sets out a Framework for the creation and management (including storage and distribution) of authentic, reliable, and accessible records and information, that support all business functions and activities of Council.

**2. Information and Records Management (IRM) framework**

The IRM framework is designed to provide comprehensive governance and support to Council employees. It encompasses a set of foundational policies and a suite of interconnected documents that guide and facilitate effective Information management and records management practices.

These elements work together to ensure that all Information and records are managed in compliance with legal and regulatory requirements, and that employees have clear guidelines and resources to follow.

## Council Policy: Information and Records Management Framework



## Council Policy

### Records and Information Management

### 3. Commencement and Review

This Policy is effective from date of adoption by Council resolution and shall remain in force until repealed by resolution of Council.

### 4. Scope and Application

Public offices are bound by the *State Records Act 1998*. This Act establishes rules of best practice for recordkeeping in NSW Government, encouraging transparency and accountability. Councils are identified as public offices under the Act (section 3(1)) and are required to make and keep full and accurate records.

Records and information in any format that is created, received, or maintained by the organisation as part of business, must be captured into specialised business system for recordkeeping. They must be accurately captured, labelled and classified in accordance with the standards and procedures set out by State Records NSW.

This Policy applies to all council officials, including council staff, Councillors, committee members, delegates, contractors and volunteers. It ensures that comprehensive and accurate records of all activities and decisions made during official Council duties are created, managed, and disposed of appropriately, regardless of the format of the records.

Records are a corporate asset and should not be removed from the custody of Council. They should only be released in accordance with established Council policies and in compliance with relevant legislation and Council's Code of Conduct.

### 5. Definitions

In this Council Policy, the following terms shall be interpreted as having the following meanings:

Term	Definition
<b>Archives</b>	Archives are records that are appraised as having continuing value (i.e. they need to be kept permanently). They may have continuing value because they meet an ongoing legal or evidential requirement, or because they meet a research need for an organisation or community. Archives can be in any format, including digital. Archives provide: • 'Long term memory' enabling better planning, decision making, access to past experience, expertise, knowledge, and historical perspective. • Evidence of continuing rights, entitlements, and obligations • Instruments of power, legitimacy, and accountability. • A source of understanding and identification • A vehicle for communicating political, social, and cultural values.
<b>Council</b>	means Parkes Shire Council.
<b>Data</b>	Data are the building blocks ie. the raw words, numbers, etc. that are recorded, stored, and ready to process and from which information is derived

## Council Policy

### Records and Information Management

<b>Disaster plan</b>	A plan for measures to be taken for disaster prevention, disaster response and recovery and vital records protection.
<b>Electronic or Digital Records</b>	A digital record is digital information, captured at a specific point in time that is kept as evidence of business activity. A digital record can be 'born' digital (such as an email message) or a scanned digital image of a paper source record.
<b>Government Record</b>	A record created or received by a government organisation or a government organisation employee in the course of their work for the organisation.
<b>Information</b>	When data is processed and assembled, it becomes information that can be used or analysed. Information management is, in general terms, the discipline of managing information in its many forms. Information is a broader concept than records. It may include published or unpublished material, records, or raw data
<b>Physical records</b>	Physical records include records in files, folders, paper documents, maps, and plans.
<b>Record</b>	Any document or other source of information compiled, recorded, or stored in written form or on film, or by electronic process, or in any other manner or by any other means (State Records Act 1998 Section 3, Government Information Public Access Act Schedule 4 Clause 10). The knowledge of a person is not a record for the purposes of this policy.
<b>Recordkeeping requirements</b>	Requirements arising from regulatory sources, business needs and community expectations that identify the types of records that should be created, and the management framework needed in order to have, and accountably manage, all the business information that is necessary for an organisation
<b>Records and Information Management</b>	Field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records and information, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records
<b>Record disposal</b>	Disposal is by way of depositing records in the State Archives, managing the records as designated by State Archives, or by destruction in accordance with policy.
<b>State Archive</b>	A State record that the State Records Authority of New South Wales has control of under the State Records Act, 1998 (NSW). These records are required to be retained permanently.
<b>Vital Record</b>	Those records that are essential for the ongoing business of an agency, and without which Council could not continue to function effectively. The identification and protection of such records is a primary object of records management and counter disaster planning.

## Council Policy

### Records and Information Management

#### 6. Responsibility

Position	Responsibilities
General Manager	<ul style="list-style-type: none"> <li>Ensures that the Council complies with the requirements of the <i>State Records Act 1998</i> and the standards and requirements issued under the Act</li> <li>Ensures that the Council complies with other legislation relating to records management and recordkeeping.</li> </ul>
Director	<ul style="list-style-type: none"> <li>Ensures that the Records Management Program is adequately resourced.</li> <li>Represents records management interests on the Executive</li> </ul>
Executive Manager Customer and Information Services	<ul style="list-style-type: none"> <li>Senior Responsible Officer (SRO)</li> <li>Has ownership of the Records and Information Management Policy and Framework</li> <li>Authorise the disposal of records</li> <li>Responsible for the conduct of records management operations</li> <li>Develops strategic and operational plans for the Records and Information Management Program</li> <li>Reports to the Information and Privacy Commission on Government Information (Public Access) Act 2009 (GIPA Act) and other Privacy related matters.</li> </ul>
Information and Records Management Coordinator	<ul style="list-style-type: none"> <li>Compiles Records and Information Management Framework and standards in relation to all aspects of records management</li> <li>Monitors compliance with the Records and Information Management Framework and standards across the Council and makes recommendations for improvement or modification of practices</li> <li>Coordinates the disposal of all records</li> <li>Ensures that all staff are aware of their recordkeeping responsibilities</li> <li>Coordinates a records and Information management training program</li> <li>Assists in the development of strategic and operational plans for the Records and Information Management Program</li> <li>Formulates and maintains retention and disposal authorities</li> <li>Maintains vital records lists and counter disaster plans</li> <li>Reports to the State Records Authority on the Records Management Program</li> <li>Ensures that records and information management is integrated into work processes, systems, and services is allocated to business owners and business units.</li> </ul>

## Council Policy

### Records and Information Management

Business Systems and Technology	<ul style="list-style-type: none"> <li>Ensures records and information management is assessed in system acquisition, system maintenance and decommissioning, and implemented where required. <ul style="list-style-type: none"> <li>Systems specifications for high risk and high value business include records and information management requirements.</li> <li>Systems specifications include requirements for metadata needed to support records identification, useability, accessibility, and context.</li> <li>Documentation of systems design and configuration maintained.</li> </ul> </li> <li>Provides support and infrastructure to ensure that records kept in electronic form are managed so that they are accessible, readable, inviolate, complete, comprehensive, and authentic for as long as required.</li> <li>Liaises with Records and Information Management Team regarding counter disaster planning for electronic records.</li> <li>Consult with records when introducing new activities, processes or systems to ensure legislative compliance.</li> </ul>
Information and Records Management Governance Working Group	<ul style="list-style-type: none"> <li>Act as a network of champions across Council to provide a consistent approach the information and records management.</li> <li>Ensure that the principles of Information and Records Management policies are upheld.</li> <li>Endorse the uplift of Councils information management practices</li> <li>Ensure business critical records are stored in approved business systems and adhere to legislative standards.</li> <li>Facilitate understanding of the responsibilities in managing Councils information asset</li> </ul>
Business units/owners	<ul style="list-style-type: none"> <li>Ensure that records are created and managed in a way that complies with the Council Records and information Management and Framework.</li> <li>Ensure that records and information management is integrated into work processes, systems, and services</li> <li>Consult with records when introducing new activities or systems to ensure legislative compliance.</li> <li>Authorise destruction of records in coordination with the Records and Information Management Team.</li> <li>Create full and accurate records of all business activities</li> </ul>
All Staff	<ul style="list-style-type: none"> <li>Comply with Records and Information Management Policy and Framework</li> <li>Create and keep full and accurate records of all business activities</li> <li>Ensure that all records are captured into the authorised recordkeeping systems</li> </ul>



## Council Policy

### Records and Information Management

	<ul style="list-style-type: none"> <li>• Liaise with the Records and Information Management Team for process changes to ensure record and information continuity.</li> <li>• Handle records sensibly and with care and respect to avoid damage to the records and prolong their existence.</li> </ul>
Contractors	<ul style="list-style-type: none"> <li>• Manage records that they create on behalf of the Council according to the terms of their contract.</li> <li>• All records created by contractors performing work on behalf of the Council belong to the Council and are records under the <i>State Records Act 1998</i>. This includes the records of contract staff working on the premises as well as external service providers.</li> </ul>

## 7. Policy Statement

Council recognises that records and information is a core asset that provide the foundation to support business activities, contribute to decision making, retain corporate memory, aid collaboration and communication, preserve knowledge, and provide stakeholders with transparency and accountability.

To facilitate effective and responsible management of information and records, Council is guided by six principles that define the necessary qualities of information

Principles	
<b>Valued</b> Information is valued as a fundamental business need and recognised as key corporate assets.	Information: <ul style="list-style-type: none"> <li>• supports Council in fulfilling its legislative and regulatory requirements, and</li> <li>• provides evidence of decisions and actions.</li> </ul> Records are an indispensable ingredient for accountable Government. Inadequate recordkeeping results in inefficiencies and can lead to poor decision-making.
<b>Designed</b> Information is designed and managed to meet operational, business and community needs, ensuring the achievement of business objectives.	Information is: <ul style="list-style-type: none"> <li>• Supported by an appropriate governance framework.</li> <li>• Managed to directly support organisational, business, and community requirements.</li> <li>• Backed by suitable technologies, resources, and skill capabilities aligned with assigned roles and responsibilities.</li> </ul>
<b>Trusted</b> Information is created and collected, managing high quality, ensuring its accuracy and authenticity.	Information is: <ul style="list-style-type: none"> <li>• accurate, authentic and trusted, allowing its ongoing use and reuse by Council staff</li> <li>• relied upon by key stakeholders and the community.</li> <li>• can be used for evidence-based decision making and accountability</li> </ul>
<b>Governed</b> Information management practices are governed by policies and strategies that adhere to best practices	The Information and Records Management framework, along with its supporting policies and documents, outlines: <ul style="list-style-type: none"> <li>• The value of corporate records and information.</li> <li>• The methods for managing records and information.</li> </ul>

## Council Policy

### Records and Information Management

and Government requirements.	<ul style="list-style-type: none"> <li>The various levels of responsibility and accountability for records and information within the organization.</li> <li>The requirements for outsourcing records and information, as well as service delivery arrangements.</li> <li>The monitoring of records and information activities, systems, and processes.</li> </ul>
<b>Protected</b> Information is safeguarded from unauthorised access, loss, alteration, or destruction.	Information is: <ul style="list-style-type: none"> <li>Protected against internal and external threats.</li> <li>Stored securely in interoperable formats.</li> <li>Retained for the required duration</li> <li>Destroyed with appropriate authorisation.</li> </ul>
<b>Accessible</b> Information is accessible to the community and stakeholders.	Business systems, information structures, and practices will be designed to ensure: <ul style="list-style-type: none"> <li>Information can be shared effectively.</li> <li>The release of information complies with government requirements.</li> <li>Information is readily accessible to the community.</li> </ul>

#### 8. Electronic recordkeeping

Records must be capture records into dedicated recordkeeping systems. Records should not be stored solely in email folders, shared drives, personal work drives, Microsoft OneDrive, Microsoft Teams, or any other uncertified location.

Personal (or private) email, Google, or Microsoft accounts (i.e., accounts not issued by Council) must not be used for work-related business or storing work-related records and information. This includes any cloud-based services involving personal or private accounts, such as Dropbox, iCloud, Smartsheets, Facebook, Messenger, etc.

AI-generated records must be protected from unauthorised changes and should not be reused in ways that could alter the original information. It is not enough to leave them in the AI tool where they were created. AI-generated records must be saved in official recordkeeping systems to ensure they are secure and accessible when required (for example, for GIPA requests).

All records generated for or on behalf of the Council are the intellectual property of Council.

#### 9. Managing physical Records

Business units are responsible for resourcing and managing any sentencing projects or activities and preparing records for transfer to off-site storage, in accordance with any procedures or directions issued by the department's Records and Information Management Team. These records must be prepared for storage and destruction as per the Retention, Disposal and Storage of Records Procedure.

**Council Policy****Records and Information Management**

Business areas continuing to capture and manage physical records should review their processes and consider how they can re-design it to capture records digitally in coordination with the Records and Information Management Team.

Physical records must be:

- a) stored in accordance with legislation and policy
- b) captured on an official physical file that has been registered in Councils official recordkeeping system ECM
- c) updated in the recordkeeping system to reflect each change of location
- d) 'sentenced' correctly against relevant records retention and disposal authorities (where Normal Administrative Practice (NAP) does not apply) before being stored, transferred to off-site storage or disposed of.

Storing and archiving physical records must always be managed in consultation with the Information and Records Management Team.

**10. Contractors and outsourced functions**

Contracts or agreements with external parties, including those for outsourced functions or services (including cloud computing arrangements), must incorporate provisions for records and information management. These provisions should ensure compliance with our legislative obligations regarding records and information management, minimise risks associated with external storage, and safeguard the department's right to access information held by contractors.

**11. Protection of and Access to Council Records**

Council ensures that access and security settings for all records align with organisational functions, activities, and transactions to maintain security and confidentiality.

Appropriate security and access controls must be in place for any system, workplace, or storage area that holds records and information in any format. These controls must:

- a) Be proportional to the sensitivity of the stored records, information, and data, based on an assessment of business and records management risks. Refer to the [NSW Information, Classification, Labelling, and Handling Guidelines](#).
- b) Prevent unauthorised access, removal, use, alteration, concealment, disclosure, or unlawful destruction or deletion of records, information, and data.
- c) Prevent accidental damage or loss of records, information, and data.

When collecting, storing, accessing, maintaining, using, or disclosing personal information about individuals, all employees must:

- a) Adhere to the department's Privacy Management Plan, the Information Protection Principles within the Privacy and Personal Information Protection Act 1998 (NSW), and the Health Privacy Principles within the Health Records and Information Privacy Act 2002 (NSW)
- b) Ensure that such information is only shared with individuals authorised to access it and who have a legitimate 'need-to-know.'

**Council Policy****Records and Information Management**

Work-related records, information, and data must not be used in any way that would:

- a) Provide an unfair or improper advantage or benefit (commercial or otherwise) to any external individuals or organisations.
- b) Facilitate a personal benefit (directly or indirectly) for any individual working for Council.
- c) Involve the improper or unauthorised use or disclosure of records, information, and data after separation from Council (e.g., through retirement or resignation).
- d) Cause harm (such as financial) or reputational loss to individuals or organisations.
- e) Invade an individual's privacy.
- f) Prejudice or undermine the effectiveness or integrity of any function, activity, or process undertaken within Council, including any investigation, enforcement, regulatory, monitoring, audit, or review activity.
- g) Be premature, such as the inappropriate disclosure of working documents before a final decision is made.

**12. Working Away from the workplace**

Employees must exercise caution when working outside the workplace, whether in public places or at home. Each employee is responsible for safeguarding the records, information, and data in their possession and must:

- a) Take reasonable measures to prevent any loss, damage, unauthorised access, or inappropriate disclosure of records, information, and data.
- b) Ensure confidential, sensitive, or personal information is not read or discussed openly in public places, and devices with any associated records, information and data are not left or placed where unauthorised individuals may be able to view any content.
- c) Ensure records, regardless of their nature, content, or format, are not left unattended in public places.
- d) Ensure records (and any device/s that may contain work-related records, information, and data) are locked when not in use, not left unattended in unsecured vehicles, or for extended periods of time (such as overnight).

**13. Public Access**

Access to Council records will be in accordance with relevant legislation including:

- *Government Information (Public Access) Act 2009*
- *State Records Act 1998*
- *Privacy and Personal Information Protection Act 1998*
- *Evidence Act 1995*
- *Environmental Planning and Assessment Act 1979.*

Council ensures openness and transparency as required under the GIPA Act by providing access to public documents and displaying them on our website. For personal information contained within applications or Council Meeting agendas, signatures, email addresses, and private telephone numbers are redacted to comply with the information protection principles under the *Privacy and Personal Information Protection Act 1998*.

**Council Policy****Records and Information Management**

Council provides access to documents wherever legally permissible; however, some requests may require a formal GIPA application. Applications are considered and determined in accordance with current policies and procedures.

Copying documents will be subject to legal requirements, including copyright restrictions, with charges applied as per the Council's Fees and Charges.

**14. Retention and Disposal**

The disposal of records and information, regardless of format or location, must be conducted in accordance with authorised disposal actions outlined in relevant records retention and disposal authorities, as well as supporting departmental procedures or directions. The disposal must be approved by an authorised (delegated) employee, specifically the Senior Responsible Officer, in conjunction with the department's Information and Records Management Team.

Records may only be considered for disposal if all actions related to the event or request, including any subsequent actions or reviews, have been completed.

During system migration or decommissioning of systems or applications, it is essential to ensure that authorised disposal actions are followed for any stored records. This includes safeguarding, managing, protecting, and preserving records with long-term value (retained for more than 30 years but not permanently) or those with continuing value (retained permanently as a State Archive).

Records authorised for destruction must be securely destroyed.

Records no longer in use for official purposes and required as State archives should be forwarded to the NSW Museum of History.

**15. Review**

As part of Council's commitment to good governance and continuous improvement, this Policy must be reviewed and re-adopted by Council not less than once every four years or as Council otherwise determines in line with legislative requirements and policy changes.



**14.8 ADOPTION OF THE STRATEGIC ASSET MANAGEMENT PLAN 2025-2029****IP&R Linkage:** **Pillar:** Leadership**Goal:** Our local government is sustainable and plans for the future.**Strategy:** Provide clear long-term direction for the community through the development of the Integrated Planning and Reporting framework.**Author:** **Teresa Cooper, Corporate Planning and Performance Coordinator****Authoriser:** **Anthony McGrath, Director Customer, Corporate Services and Economy****Annexures:** **A. Strategic Asset Management Plan 2025-2029 (under separate cover)**

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**RECOMMENDATION**

That Council:

1. Adopt the Strategic Asset Management Plan 2025-2029 attached at *Annexure A*, pursuant to section 403 of the *Local Government Act 1993* and 3.15 of the Integrated Planning and Reporting Guidelines.
  2. Publish the Strategic Asset Management Plan 2025-2029 on Council's website.
- 

**BACKGROUND**

The Local Government Act 1993 ("the Act") mandates that all Councils engage in long-term community and corporate planning and reporting through the Integrated Planning and Reporting (IP&R) framework. This framework ensures the interrelationship between the Community Strategic Plan, Delivery Program, Resourcing Strategy, and annual Operational Plans. These documents must be reviewed and updated by the incoming council following an ordinary local government election.

Under the IP&R framework provisions of the Act, Parkes Shire Council ("Council") must develop and adopt a Resourcing Strategy, which includes a Long-Term Financial Plan, Workforce Management Plan, and Asset Management Plan. These plans detail the resources required to implement the strategies set out in the Community Strategic Plan and the Delivery Program.

**ISSUES AND COMMENTARY**

The Asset Management Plan, a ten-year plan part of the Resourcing Strategy, informs decision-making during the preparation and finalisation of the Community Strategic Plan and the Delivery Program. In developing the Strategic Asset Management Plan Council must identify assets that are critical to Council's operations and outline risk management strategies for these assets.

The Director Customer, Corporate Services and Economy provided a presentation at the February Councillor Workshop on the current 2025 Integrated Planning and Reporting (IP&R) Framework and walked through the full suite of documents for delivery in the first year of Office. Follow-up presentations were held in May and June to update Council on key documents, including the Resourcing Strategy which includes this Strategic Asset Management Plan.

The Asset Management Plan has been developed in conjunction with a wider internal Council Strategic Service Management Plan. This process included extensive consultation throughout the organisation which included several workshops and sessions to ascertain Council's complete asset and service management framework which is reflected in the final Strategic Asset Management document attached at *Annexure A*.

**LEGISLATIVE AND POLICY CONTEXT**

[Local Government Act 1993, Section 403 - Resourcing Strategy Integrated Planning and Reporting Guidelines for Local Government in NSW \(Office of Local Government, September 2021\)](#)

**FINANCIAL IMPLICATIONS**

The Strategic Asset Management Plan has significant financial implications for Council as it impacts the capital budget required and where it will be prioritised. The financial implications of the Strategic Asset Management Plan is interrelated and fully established in the Long-Term Financial Plan.

**RISK IMPLICATIONS**

Failure to adequately review and adopt the attached Strategic Asset Management Plan could have potentially major risk implications for Council, particularly financial and reputational.

Robust Integrated Planning and Reporting (IP&R) frameworks play a crucial role in mitigating the risks of misuse and mismanagement of public funds. By ensuring that Council's assets are prioritised and managed effectively, this plan mitigates the risk of financial instability and inefficient use of resources and prevent the risk of increased maintenance costs, service disruptions and reduced community trust.

**COMMUNITY CONSULTATION**

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

The Strategic Asset Management Plan 2025-2029 will be publicly available through Council's website alongside the Long-Term Financial Plan and the Workforce Management Plan as part of Council's Resourcing Strategy.

**15 REPORTS OF THE DIRECTOR INFRASTRUCTURE AND SUSTAINABILITY****15.1 MAJOR PROJECTS AND CURRENT WORKS - INFRASTRUCTURE AND SUSTAINABILITY****IP&R Linkage:** **Pillar:** Leadership**Goal:** Our local government is open, accountable, and representative.**Strategy:** Effectively collaborate, engage, and communicate with our community to inform decision making and promote services, projects and initiatives.**Author:** **Kristine Thacker, Business Support Officer****Authoriser:** **Andrew Francis, Director Infrastructure and Sustainability****Annexures:** **A. Infrastructure Sustainability - Major Projects Current Works May 2025** [↓](#)

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**RECOMMENDATION**

That Council:

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

**BACKGROUND**

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

**ISSUES AND COMMENTARY**

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

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

**LEGISLATIVE AND POLICY CONTEXT**

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

**FINANCIAL IMPLICATIONS**

Projects have been allocated funding either from grants or Council funds as provided in the 2024/25 Operational Budget.

**RISK IMPLICATIONS**

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

**COMMUNITY CONSULTATION**

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

**CONCLUSION**

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

Infrastructure & Sustainability  
Major Projects & Current Works - May 2025


Building Better Regions Fund (BBRF) - Water Security Project						
Due Date	Approved Budget	Expenditure this Month	Total Expenditure to Date	Outstanding Commitments	Estimated Total when Works Complete	
30/06/25	\$13,859,370	-\$22,590	\$13,525,655	\$192,702	\$13,859,370	
Project Status (RAG - Report):		Critical (Red) / At Risk (Amber) / On Track (Green)				
		Scope	Budget	Schedule	Resources	Risks
\$13,525,655.57 Cost to Date, \$13,859,370.18 EAC, \$6,000,000 BBRF (received) and \$7,859,370.18 PSC Funded (Water Fund).						
Project Details						
The Project Implementation Phase of Parkes Shire Council's Parkes Town Water Security Program (Package 1) is complete, the assets include the:						
<ul style="list-style-type: none"><li>Lachlan River Pump Station Augmentation</li><li>Eugowra Road Solar &amp; Battery Systems</li><li>Raw Water Storage Lagoon (RWSL)</li><li>Lachlan Aquifer Bore (Bore 9 - Shovel Ready)</li><li>New Lachlan River Pre-treatment Plant LRPTP (Shovel Ready)</li></ul>						
The project delivers key infrastructure elements to support the Parkes Water Supply scheme in terms of water security, reliability, and operational efficiencies.						
Task Completed						
Lachlan River Pump Station Augmentation						
<ul style="list-style-type: none"><li>Completed</li></ul>						
Eugowra Road Solar & Battery Systems						
<ul style="list-style-type: none"><li>Solar and Battery Systems are awaiting commissioning following connection to SunGrow.</li><li>Regional Contractor (Donlan) has been engaged to finalise the solar &amp; battery systems work.</li><li>Grid Electric Contract has been terminated / finalised.</li></ul>						
Raw Water Storage Lagoon (RWSL)						
<ul style="list-style-type: none"><li>Civil works completed.</li><li>Environmental works completed.</li><li>Structural Mechanical Pipework completed.</li><li>RWSL has been cleaned and commissioned.</li></ul>						
Tasks forecast to be completed (next steps: 1 month)						
<ul style="list-style-type: none"><li>RWSL valve security cage &amp; valve access platform to be completed by MCA</li><li>Solar &amp; battery systems to be finalised &amp; commissioned by Donlan.</li><li>Asset handover / project close-out activities are being progressed with Council operations and asset staff.</li></ul>						



Infrastructure & Sustainability  
Major Projects & Current Works - May 2025



**Progress Photos**



Infrastructure & Sustainability  
Major Projects & Current Works - May 2025


Regional Recovery Project (RRP-002) - Water Security Project						
Due Date	Approved Budget	Expenditure this month	Total Expenditure to date	Outstanding Commitments	Estimated total when works complete	
31/12/2026	\$9,063,012	\$41,140	\$706,989	\$68,993	\$14,870,593	
Project Status (RAG - Report):		Critical (Red) / At Risk (Amber) / On Track (Green)				
		Budget	Resources	Schedule	Risks	Scope
\$665,849.15 Cost to Date, \$14,870,592.58 EAC, \$5,000,000 RRP Funded (\$1M RRP Funded to Date), \$9,870,592.58 PSC Funded (Water Fund / Borrowings).						
Project Details						
The Project Implementation Phase of Parkes Shire Council's, Parkes Water Security Program Package 2A - Regional Recovery Partnership is progressing, the scope of works includes:						
<ul style="list-style-type: none"><li>• New Eugowra Road Pump Station (NERPS)</li><li>• Akuna Road Pump Station (ARPS)</li><li>• Akuna Road Solar System (ARPS-PV)</li></ul>						
Task Completed						
<ul style="list-style-type: none"><li>• Preliminary detail designs in progress.</li><li>• Preliminary environmental assessments completed.</li><li>• Project Control Group meeting with Stakeholders due in July 2025.</li><li>• No NWG funding is now required for the RRP project.</li><li>• RRP reporting to funding body is ongoing.</li><li>• Gap analysis completed on the GHD Detail Designs to be able to progress the project.</li><li>• Developed an Action Plan to uplift the current Detail Design to IFT / IFC.</li><li>• DGP Water has been engaged to uplift the current designs to IFT / IFC.</li><li>• Progressing Early Contractor Involvement (ECI) / Request for Information (RFI) process to better understand market status.</li><li>• Updating Review of Environmental Factors (REFs) based on updated designs and funding arrangements.</li><li>• Roadmaps have been refreshed for the Environmental &amp; Planning Approvals and Access / Construction Easement Acquisitions.</li><li>• Progressed Capital Intensity process, including a Level 3 budget estimate review, Minimum Via Capital Cost (MVCC) process, and CAPEX planning.</li><li>• Stakeholder/ landowner engagement.</li><li>• Progressed Local Contractor and Community engagement with Parkes Consultation Manager.</li></ul>						
Tasks forecast to be completed (next steps: 1-3 months)						
<ul style="list-style-type: none"><li>• Continued Value Engineering required to coordinate scope with budget.</li><li>• Design review to ensure a fit for purpose solution is developed.</li><li>• ECI RFI to be progressed to assess market conditions.</li><li>• PSC Funding arrangements to be confirmed, including TCorp borrowing.</li><li>• Continued Stakeholder/Landowner engagement.</li></ul>						
Progress Photos						
Nil						

Infrastructure & Sustainability  
Major Projects & Current Works - May 2025


Safe & Secure - Water Security Project							
Due Date	Approved Budget	Expenditure this month	Total Expenditure to date	Outstanding Commitments	Estimated total when works complete		
15/12/27	\$39,170,000	\$47,634	\$2,468,146	\$81,539	\$61,266,245 (Revised budget to be approved, awaiting NWG)		
<b>Project Status (RAG - Report):</b>		Critical (Red) / At Risk (Amber) / On Track (Green)					
		Scope	Budget	Schedule	Resources	Risks	Benefits
\$2,420,511.50 Cost to Date, \$61,266,245.46 EAC, \$22,900,000 SSWP Funded (\$2,750,000 SSWP Funded to Date), \$18,482,516.09 PSC Funded (Water Fund / Borrowings), seeking \$20,000,000 from NGW.							
Project Details							
The Project Implementation Phase of Parkes Shire Council's, Parkes Water Security Program is progressing with the support of the SSWP426 Funding. The scope of works includes: <ul style="list-style-type: none"><li>The 35km pipeline duplication from the New Eugowra Road Pump Station (NERPS) to the Raw Water Storage Lagoon (RWSL), capacity was determined at 400L/s in the 2023 IWCM.</li><li>Pending decision regarding the capacity of the infrastructure, 200L/s vs 400L/s, decision following determination of the NWG funding application.</li><li>Solar System - ON HOLD pending funding confirmation.</li></ul>							
Task Completed							
<ul style="list-style-type: none"><li>EoT approved by funding agency to December 2027.</li><li>Survey has been completed from the LRP to the RWSL.</li><li>Funding deed variation approved for additional \$900K and early Milestone payment of \$2M invoice has been processed.</li><li>Meeting with material suppliers to review material options &amp; construct-ability methodologies.</li><li>Progressing an Early Contractor Involvement (ECI) / Request for Information (RFI) process to better understand market status.</li><li>Letters sent to Landowners providing project update.</li><li>Specific communication with residents and landowners to address any specific enquiries and interests.</li><li>Project Control Group meeting with Stakeholders due in July 2025.</li><li>Responses to NWG RFIs have been completed.</li><li>SSWP reporting is ongoing.</li><li>Gap analysis completed on the GHD Detail Designs to be able to progress the project.</li><li>Developed an Action Plan to uplift the current Detail Design to IFT / IFC.</li><li>DGP Water has been engaged to uplift the current designs to IFT / IFC.</li><li>Updating Review of Environmental Factors (REFs) based on updated designs and funding arrangements.</li><li>Roadmaps have been refreshed for the Environmental &amp; Planning Approvals and Access / Construction Easement Acquisitions.</li><li>Progressed Capital Intensity process, including a Level 3 budget estimate review, Minimum Via Capital Cost (MVCC) process, and CAPEX planning.</li><li>Progressed property related activities, including completed the pipeline route assessment, Finalised the property register, Legal Advisors have progressed the Access and Easement/ Easement and Acquisition Agreement templates, property valuation of property easement valuation activities.</li></ul>							

Infrastructure & Sustainability  
Major Projects & Current Works - May 2025

- Continued stakeholder/ landowner engagement.
- Progressed Local Contractor and Community engagement with Parkes Consultation Manager.

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

- Value Engineering required to coordinate scope with budget.
- Design review to ensure a fit for purpose solution is developed.
- ECI RFI to be progressed to assess market conditions.
- Update environmental assessments based on update designs as required.
- Progress the property access & easement agreement process.
- Updated Water Security Project video incorporating imagery of newly completed infrastructure is being progressed
- Decision regarding capacity of infrastructure required (200L/s v's 400L/s).

***Progress Photos***

Nil

Infrastructure & Sustainability  
Major Projects & Current Works - May 2025


Boardwalks and Bird Hides: Elevating Parkes Wetlands							
Due Date	Approved Budget	Expenditure this month	Total Expenditure to date	Outstanding Commitments	Estimated total when works complete		
31/01/2027	\$1,948,497	\$0	\$0	\$0	\$1,948,497		
Project Status (RAG - Report):		Critical (Red) / At Risk (Amber) / On Track (Green)					
		Scope	Budget	Schedule	Resources	Risks	Benefits
Project Details							
<p>This project will activate Parkes Wetlands into a vital ecological site that will also provide a new recreational and tourism offering for the Parkes community. This project will further allow the wetlands to support native wildlife, provide infrastructure for residents and visitors to enjoy the space, support local/regional/global biodiversity, and increase liveability of the region.</p> <p>By transforming the site into an immersive, multipurpose aquatic space, Parkes Wetlands will be ideal for birdwatching, active and passive recreation, outdoor education, citizen science, and conservation research.</p> <p>Key deliverables:</p> <ul style="list-style-type: none"><li>Construction and installation of two double-story bird-hides</li><li>Construction and installation of a 250m meandering aquatic boardwalk incorporating two large viewing platforms.</li><li>Habitat creation including revegetation and nesting box installation</li><li>Design and installation of interpretive signage around the wetlands</li><li>Commissioning and installation of sculptural artwork.</li></ul>							
Tasks Completed							
<ul style="list-style-type: none"><li>Place tubestock order for 2025.</li><li>Engage consultant to design aquatic boardwalk.</li><li>Release RFQ for project management (specifically for boardwalk and birdhides construction)</li><li>Project manager engaged</li><li>Initial revegetation works commenced</li></ul>							
Tasks forecast to be completed							
<ul style="list-style-type: none"><li>Develop and release tender for design / fabrication / installation of aquatic boardwalk</li><li>Develop and release tender for design / fabrication / installation of bird hides</li><li>Develop and release RFQ for artwork</li></ul>							
Progress Photos							
Nil							



**15.2 DRINKING WATER POLICY UPDATE****IP&R Linkage:** **Pillar:** Environment**Goal:** Our utilities are well-planned and efficiently managed.**Strategy:** Provide essential water and sewer infrastructure to meet the needs of our growing community.**Author:** **Graeme Bayliss, Infrastructure Operations Manager****Authoriser:** **Andrew Francis, Director Infrastructure and Sustainability****Annexures:** **A. Council Policy - Drinking Water Policy - April 2025** [↓](#)

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**RECOMMENDATION**

That:

1. Council endorse the updated Drinking Water Policy.
- 

**BACKGROUND**

As part of Council's commitment to Drinking Water Quality Management, Council is required to review its Drinking Water Policy every five years. The following policy has been reviewed and updated and is presented for Council's adoption.

**ISSUES AND COMMENTARY**

Council's Drinking Water Policy has been reviewed and amended with minor changes. The policy establishes the direction for Council's approach to managing drinking water effectively.

**LEGISLATIVE AND POLICY CONTEXT**

This policy is a requirement of the Public Health Act 2010 and the Public Health Regulation 2022 for Local Water Utilities to have a Drinking Water Management System. The policy is a part of Element 1 of Council's Drinking Water Management System as outlined in the Australian Drinking Water Guidelines.

**FINANCIAL IMPLICATIONS**

This report commits Council to its obligations under the NSW Public Health Act and commits Council to a risk based approach to managing water quality and providing the effective resources to manage these risks. The financial resourcing requirements are included within Council's Operational Plan budget.

**RISK IMPLICATIONS**

The review of this policy reinforces Council's commitment to managing its water supply and to provide safe drinking water that consistently meets appropriate standards in accordance with the current Australian Drinking Water Guidelines.

**COMMUNITY CONSULTATION**

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

# Council Policy

## Drinking Water Policy



**Council Policy**  
Drinking Water Policy

**CONTROLLED DOCUMENT INFORMATION**

<b>ECM Number</b>	1020024
<b>Document Owner</b>	Director Infrastructure and Sustainability
<b>Document Development Officer</b>	Infrastructure Operations Manager
<b>Consulting Stakeholders</b>	Water Treatment Supervisor / Atom Consulting
<b>Review Timeframe</b>	Three (3) yearly review
<b>Last Review Date</b>	April 2025
<b>Next Scheduled Review</b>	April 2028

Document History		
Date	Resolution No.	Details/Comments
2017	NA	Document Created
16.01.2018	18-012	Endorsed by Council
April 2025	NA	Document Reviewed and Updated

Further Document Information and Relationships	
<b>Related Legislation*</b>	<a href="#">Public Health Regulations 2022</a>
<b>Related Policies</b>	Nil
<b>Related Documents</b>	Nil
<b>Note:</b> Any reference to Legislation will be updated in this Policy as required. See website <a href="http://www.legislation.nsw.gov.au/">http://www.legislation.nsw.gov.au/</a> for current Acts, Regulations and Environmental Planning Instruments.	

**Council Policy**  
Drinking Water Policy**Contents**

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**Council Policy**  
Drinking Water Policy**1. Purpose**

The purpose of this policy is to declare Council's commitment to the effective management of drinking water quality within the organisation and to supporting safe and responsible use of drinking water by its customers.

**2. Commencement and Review**

This Policy is effective from date of adoption by Council resolution and shall remain in force until repealed by resolution of Council.

**3. Scope and Application**

This Policy seeks to set the general direction for Parkes Shire Council's approach to manage drinking water effectively and at a high quality.

The current Australian Drinking Water Guidelines (AWDG) set out a holistic approach to managing the health risks associated with drinking water production and use. The approach involves systematically assessing where and how contamination may arise and find its way to the point of use and determining how to protect consumers from such contamination.

This Policy applies to all Council Officials, including Councillors, Council staff, Council committee members, Council delegates, and volunteers of Council.

**4. Definitions**

In this Council Policy, the following terms shall be interpreted as having the following meanings:

Term	Definition
<b>Council</b>	means Parkes Shire Council.
<b>Business Day</b>	means a day that is not a Saturday, a Sunday, 27/28/29/30/31 December, nor a public holiday in Sydney.
<b>General Manager</b>	means the General Manager of Parkes Shire Council appointed under section 334 of the <i>Local Government Act 1993</i> .
<b>Governing Body / Councillors</b>	Means a person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the Mayor



**Council Policy**  
Drinking Water Policy**5. Policy Statement**

Parkes Shire Council is committed to managing its water supply effectively to provide a safe, quality product that consistently meets appropriate drinking water standards developed in accordance with the current *Australian Drinking Water Guidelines* and other regulatory requirements.

To achieve this, we will:

- manage water quality at all points, from the inner drinking water catchment through to treatment, storage and distribution;
- use a risk-based approach in which potential threats to water quality are identified and balanced;
- develop contingency and incident response processes to deal with any water quality issues identified;
- ensure that employees and any contractors involved in the supply of drinking water understand their responsibility to implement the *Drinking Water Management System*;
- routinely monitor the quality of drinking water; use effective reporting mechanisms to provide relevant and timely information; and promote confidence in the water supply and its management;
- comply with the regulatory requirements of the current Public Health Act (NSW) and associated Public Health Regulation; and
- continually improve our practices by assessing performance against criteria stated in the current *Drinking Water Management System*.

Parkes Shire Council will implement and maintain a drinking water quality management system to effectively manage the risks to drinking water quality.

All managers and employees involved in the supply of drinking water are responsible for understanding, implementing, maintaining and continuously improving the drinking water quality management system.

**6. Review**

As part of Council's commitment to good governance and continuous improvement, this Policy must be reviewed and re-adopted by Council not less than once every four years or as Council otherwise determines in line with legislative requirements and policy changes.

## 16 REPORTS OF THE DIRECTOR OPERATIONS

### 16.1 MAJOR PROJECTS AND CURRENT WORKS - OPERATIONS

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

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

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

**Author:** Kristine Thacker, Business Support Officer

**Authoriser:** Logan Hignett, Director Operations

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

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#### RECOMMENDATION

That Council:

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

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#### BACKGROUND

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

#### ISSUES AND COMMENTARY

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

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

#### LEGISLATIVE AND POLICY CONTEXT

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

#### FINANCIAL IMPLICATIONS

Projects have been allocated funding either from grants or Council funds as provided in the 2024/25 Operational Budget.

#### RISK IMPLICATIONS

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

#### COMMUNITY CONSULTATION

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

#### CONCLUSION

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

**OPERATIONS**  
**MAJOR PROJECTS & CURRENT WORKS - MAY 2025**
**Complete Upgrade to Parkes Shire North South Freight Link (MR350)**

Due Date	Approved Budget	Expenditure this month	Total Expenditure to date	Outstanding Commitments	Estimated total when works complete
July 2025	\$15,087,380	\$30,520	\$14,510,250	\$161,831	\$15,087,380

**Description of the Project**
**1 Intersection MR350N and MR57**

Upgrade, widen and improve major intersection. MR354 and MR57 intersection upgrade - realign and widen intersection to correct poor sight distance and allow for HPV access as well as major pavement reconstruction including asphalt, and widening 2 x culverts.  
**\$1,716,000**


**2 Gobondery to Tullamore**

Upgrade, widen 14.1km of road with 5 new culverts to replace 6 culverts, include safety barrier on the elevated bankment and upgrade major intersection between the Peak Hill and Tullamore Road.  
**\$6,864,000**


**3 Southern approach to Trundle**

Entrance to Trundle township - widen narrow seal and formation (currently 6.8m to a 7.5m seal), replace major culvert (narrow and in poor condition), correct poor pavement condition and major intersection improvements. 600m of rehabilitation work.  
**\$713,500**


**4 Rail crossing to Botfields Road**

Upgrade from railway line to Botfield - approx. 4.5km of upgrade to seal the unsealed shoulder and widen to align with previous upgrades and further works currently being undertaken. The work includes an intersection upgrade and 500m of safety barrier.  
**\$2,067,200**


**5 Hutton Street - Bogan Gate**

Widen seal and correct poor pavement as well as improve drainage issues impacting on pavement life with 200m of kerb and guttering.  
**\$470,500**


**6 Nelungallo Road to Monumea Gap Road**

Widen seal to improve poor shape and pavement condition, realign major intersection and widen one culvert.  
**\$1,071,500**


**7 Crooked Creek and Billabong Creek road realignments**

Widen seal to improve poor pavement condition.  
Widen one culvert.  
**\$1,597,300**



Operations  
Major Project & Current Works – May 2025



**Task Completed**

- Project 1** - MR57/354 intersection - Project complete
- Project 2** - Kadungle - Project complete
- Project 3** - Culverts have been installed. Sealing of the road has been delayed due to adverse weather conditions, with construction works continuing in the meantime as crews await a suitable break in the weather. Sealing works for Austral Street, Bamford Street, Short Street, and Forbes Street have been scheduled for Friday, 6th June. Line marking, installation of guideposts, and final drainage works will follow in the coming weeks, to allow for this project to be finalised by the end of June.
- Project 4** - Botfield's - Project complete
- Project 5** - 90% complete with shaping of the verge area for stormwater scheduled to be completed in the final week of June, marking the completion of Project 5.
- Project 6** - MR350S – Nelungaloo to Monumea - Project complete
- Project 7** - MR350S Forbes Shire boundary to Crooked Creek -Project complete

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

- Project 3** - Construction to be completed
- Project 5** - Construction completed at Bogan Gate, with the final works being the shaping of the verge area for stormwater drainage.

**Progress Photos**





Operations  
Major Project & Current Works – May 2025





Operations  
Major Project & Current Works – May 2025



### Peak Hill Baldry Road – Stage 2

Due Date	Original Budget	Expenditure this month	Total Expenditure to date	Outstanding Commitments	Estimated total when works complete
October 2026	\$7,760,000	\$37,413	\$858,310	\$23,234	\$7,760,000

#### Description of the Project

The project involves widening and overlay of the existing unsealed pavement with bitumen sealing and improvements of longitudinal and cross drainage upgrades and other road safety related issues for approx. This is the next stage of the total project out of the original 15km we have 10.5km length remaining to provide access for Higher Productivity Vehicles.

#### Task Completed

- Stage 1 Peak Hill Baldry Road has been completed
- Consultants are completing a 3d model to support the funding re submission
- IFC plans has been received from consultants
- Project has been scheduled to start at the end of June, due to competing Operational needs and final review of IFC plans

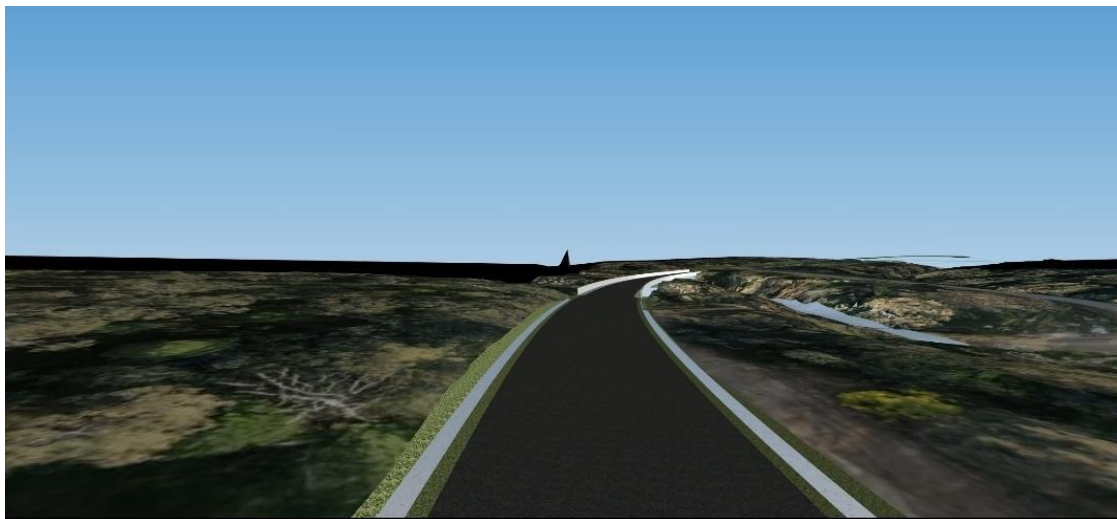
#### Tasks forecast to be completed (next steps: 1-3 months)

- Council is going to request for feedback and reapproach the funding body for variation with the support of the video illustration of the bridge required for the switch back to allow for a safer road corridor.
- Baldry Stage 2 construction starting date has been delayed due to the Capital Works Program and should have construction started at the end of June.
- On going discussion is being had with National Parks regarding some planning queries

#### Progress Photos



Operations  
Major Project & Current Works – May 2025



Operations  
Major Project & Current Works – May 2025



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

Due Date	Approved Budget	Expenditure this month	Total Expenditure to date	Outstanding Commitments	Estimated total when works complete
August 2026	\$8,143,655	\$6,748	\$136,253	\$79,547	\$8,143,655

#### Description of the Project

The works include construction of a bridge with a length of 45m with a width of 9m. The bridge will be constructed of prefabricated concrete sections to be assembled on site.

The bridge will remove the need to cross the creek on a low level causeway. Road realignment on either side of the bridge will eliminate issues currently caused by the tight dog-leg turn where the crossing is currently located. Unbound granular pavement DGB 20 with 7/14mm seal will be laid 455m to the west of the bridge and 1420 to the east of the bridge. Road width will be 8.5m. AC 14 will be laid for approaches to the bridge. Bridge construction and road realignment confirmed to Australian roads guide and to bridge technology standards.

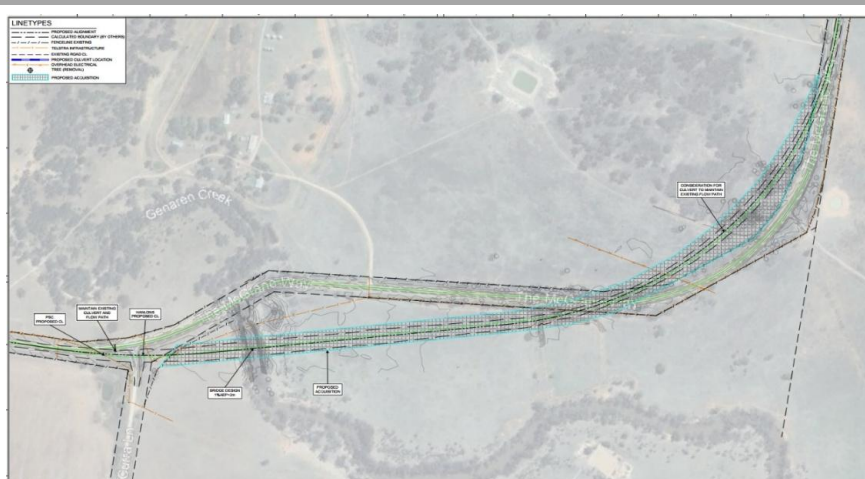
#### Task Completed (last month)

- Land acquisition process underway
- Design for approaches complete.
- REF Complete
- Flood Study Complete
- Geotechnical consultant engaged - boreholes for piles, footings
- Fencing Contractor engaged
- Geotechnical investigations completed.
- Site inspection completed
- Tenders closed and under assessment

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

- Install new boundary fence for new alignment
- Execution of contract and engagement of contractor

#### Progress Photos





Operations  
Major Project & Current Works – May 2025



Location of new bridge crossing at Graddle Creek

Operations  
Major Project & Current Works – May 2025



### New Facility for NSW SES Parkes Unit

Due Date	Approved Budget	Expenditure this month	Total Expenditure to date	Outstanding Commitments	Estimated total when works complete
March 2026	\$4,810,530	\$59,250	\$315,770	\$224,231	\$4,810,530

#### Description of the Project

The existing SES facility in Parkes, situated on the corner of Clarke and Alluvial streets is outdated, undersized for today's demands on the services and was also flood affected in recent natural disasters. The new proposed facility to be situated at lot 4 Boyd Circuit, Parkes will provide the SES the required headquarters to respond to any natural disasters in a timely manner

#### Task Completed

- Mod DA to remove condition 6 – sec 7.12 regarding contributions
- Compile and issue tender to open market
- Tender assessment process and select a preferred contractor
- Completion of Council sewer main
- Council Resolution to select head contractor – Joss Group
- Pre-commencement meeting with head contractor

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

- Obtain CC May 2025
- Complete contract negotiations and execute the contract
- Successful contactor commence site establishment 30 June 2025
- Bulk earthworks – July 2025
- Commence structural works – August 2025

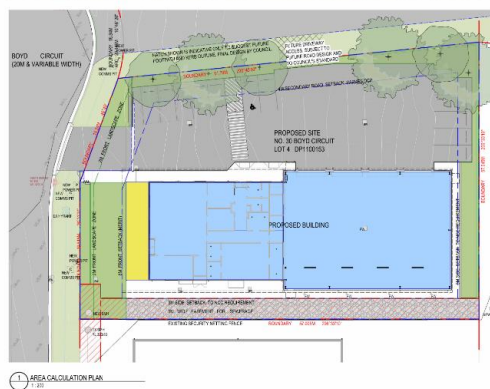
#### Progress Photos

*Development Application design below*





Operations  
Major Project & Current Works – May 2025



FLOOR AREA CALCULATIONS			
SITE AREA	(m <sup>2</sup> )	PROPOSED BUILDING GROSS FLOOR AREA (m <sup>2</sup> )	
	2,812	OFFICE	285
		VEHICLE SHED	287
GROUND FLOOR			
TOTAL GROUND FLOOR AREA	(m <sup>2</sup> )	682	
PROPOSED FSR		6.22-1	
PARKING AREA	(m <sup>2</sup> )	1378.0	
HEAVY TRUCK DRIVEWAY AREA	(m <sup>2</sup> )	722.0	
PATIO AREA	(m <sup>2</sup> )	48.0	
LANDSCAPE AREA			
PROPOSED			
OFFICE SITE LANDSCAPE AREA	(m <sup>2</sup> )	285	
VEHICLE SHED SITE LANDSCAPE AREA	(m <sup>2</sup> )	287	
TOTAL SITE LANDSCAPE AREA	(m <sup>2</sup> )	572	
PARKING			
PROPOSED			
Carparking	No.	53	
Motorcycle Parking	No.	5	
BSA Parking	No.	5	

AREA - HATCH LEGEND	
[Blue Hatch]	GROSS FLOOR AREA (GFA)
[Green Hatch]	LANDSCAPE AREA
[Yellow Hatch]	PATIO AREA

DEVELOPMENT APPLICATION

**16.2 NATIONAL PARKS & WILDLIFE SERVICE REQUEST FOR ACCESS EASEMENT THROUGH LAKE METCALFE****IP&R Linkage:** **Pillar:** Environment**Goal:** Our natural environment is preserved and enhanced for current and future generations.**Strategy:** Effectively manage our public lands, reserves and cemeteries.**Author:** **Sharon Ross, Manager Facilities****Authoriser:** **Logan Hignett, Director Operations****Annexures:** **A. Map of Lake Metcalfe with visible track in use** [↓](#)  
**B. Request for easement by National Parks & Wildlife Service** [↓](#)

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**RECOMMENDATION**

That:

1. Council agree to National Parks & Wildlife Service acquiring an easement over Lot 1921 DP 1158720 for access purposes.
  2. All costs associated with the transaction be borne by National Parks and Wildlife Service.
  3. That the seal of Council be affixed to all necessary documentation.
- 

**BACKGROUND**

A request has been received from National Parks and Wildlife Service to formalise an access easement through Lot 1921 DP 1158720 which occupies Lake Metcalfe.

Lake Metcalfe is situated on the boundary of Goobang National Park. The area is landlocked making access difficult for National Parks and Wildlife Service provide operational management such as non-emergency fire management as well as pest and weed management.

**ISSUES AND COMMENTARY**

The formalising of an access easement over an existing track in use will ensure operational management of the National Park.

**LEGISLATIVE AND POLICY CONTEXT**

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

**FINANCIAL IMPLICATIONS**

All costs associated with this transaction will be borne by National Parks and Wildlife Service.

**RISK IMPLICATIONS**

The provision of an access easement over the track in use will have a community benefit for the preservation of the Goobang National Park.

All maintenance of the access track through the National Park will be the responsibility of National Parks and Wildlife as a result of their use.

**COMMUNITY CONSULTATION**

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





**NSW National Parks and Wildlife Service**

EOI 3795; EF24/8779

Mr Michael Chambers  
Manager Environment and Sustainability  
Parkes Shire Council  
PO Box 337  
PARKES NSW 2870

By email: michael.chambers@parkes.nsw.gov.au

Dear Mr Chambers

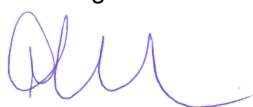
The NSW National Parks and Wildlife Service (NPWS) are seeking consent from Council for the registration of an easement for access to Goobang National Park (NP) over council owned land.

NPWS currently use Beargamil Creek Trail and Kangaroo Trail to access Goobang NP for management purposes. Both trails cross Lot 1921 DP1158720 which is owned by Parkes Shire Council. We have recently registered an easement for access over the section of trail crossing Lot 1 DP1125208, so this proposed easement will ensure there is full legal and practical access from Lake Metcalfe Road to the park boundary. The proposed easement would allow for NPWS management access, which includes NPWS staff, contractors and volunteers, but does not permit access by the general public.

NPWS will pay the costs associated with preparation of the Easement Plan and Instrument, stamp duty (if any), and any fees relating the registration of the easement. A copy of the draft easement plan has been included at Attachment 1, and the proposed easement terms are provided in Attachment 2. If Council has any concerns about the proposed easement terms please let us know so that we can discuss possible solutions.

If you have any further questions about this issue, please contact Rosemary Smith, Project Officer, on 0418 238 092 or at Rosemary.Smith@environment.nsw.gov.au.

Kind regards

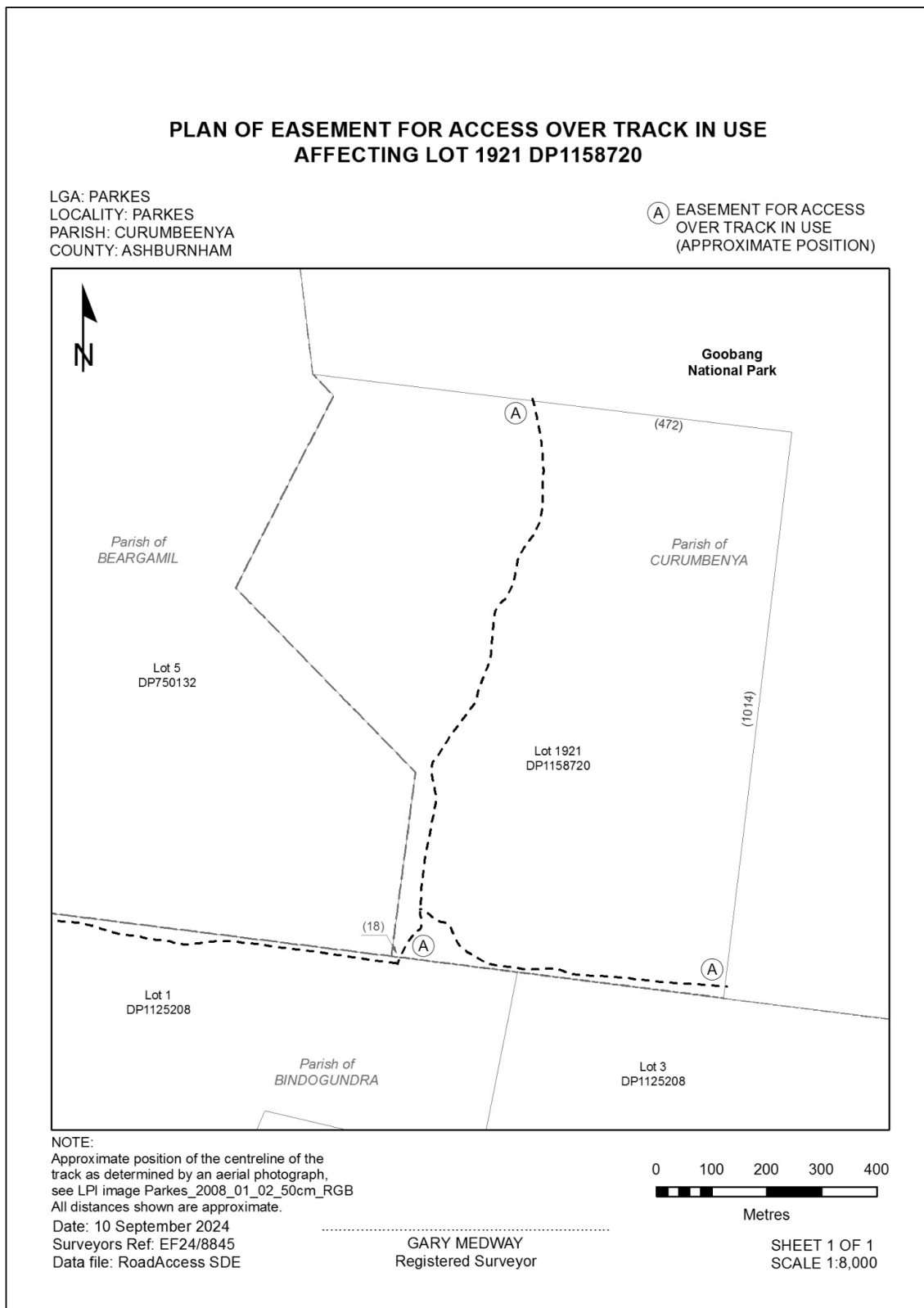


Nyssa Lesniak  
**A/Team Leader, Reserve Access Program**  
**Biodiversity and Ecological Health Branch**

16 May 2025



Attachment 1





## Attachment 2

**TERMS OF EASEMENT FOR ACCESS (NPWS Management)****1. Terms of Easement for Access referred to in the Plan**

- 1.1 Subject to the conditions set out in this easement, the owner of the Lot Burdened ("Grantor") grants to the Authority Benefited, and any Authorised Person (collectively, "Grantee"), the right to go, pass and repass at all times over those parts of the Lot Burdened marked as the easement site on the Plan ("Easement Site") for the purpose of the Authority Benefited exercising or performing any of its powers, authorities, duties or functions including undertaking routine maintenance activities, feral animal and weed control, fire mitigation programs and scientific research:
  - (a) on foot or bicycle; and
  - (b) with or without animals; and
  - (c) with or without vehicles, including four-wheel-drive vehicles; and
  - (d) by any other reasonable means.
- 1.2 The Grantee may do anything reasonably necessary for passing across the Lot Burdened, including:
  - (a) entering the Lot Burdened, and
  - (b) taking anything on to the Lot Burdened, and
  - (c) carrying out work within the Easement Site, such as constructing, upgrading, placing, repairing or maintaining trafficable surfaces or structures.
- 1.3 The Authority Benefited will be responsible for regulating the Grantee's use of the Easement Site and will use its best endeavours to ensure that it is used only for access for the purpose of the Authority Benefited exercising or performing any of its powers, authorities, duties or functions including undertaking routine maintenance activities, feral animal and weed control, fire mitigation programs and scientific research, and for this purpose may erect signage setting out any limitations and conditions on the use of the Easement Site.
- 1.4 In exercising the rights granted under this easement, the Grantee must:-
  - (a) only use the easement for lawful purposes and with due care to ensure the safety of the Grantor and the Grantor's employees, contractors and visitors;
  - (b) not unreasonably interfere with the use and enjoyment of the Lot Burdened;
  - (c) cause as little inconvenience as practicable to the Grantor and any persons on the Lot Burdened; and
  - (d) ensure all work is done properly.
- 1.5 The Easement Site is to be maintained, at a minimum, in the condition it was at the time of the grant of the easement. Subject to this:
  - (a) all construction, maintenance and repair work undertaken with respect to use of the Easement Site by the Grantee is at the cost of the Grantee; and
  - (b) all maintenance and repair work undertaken with respect to use of the Easement Site by the Grantor is at the cost of the Grantor.

- 1.6 The Grantee will exercise the rights granted under this easement at their own risk and the Grantee hereby releases the Grantor from, and against, all actions, claims, demands, and liabilities which may arise in respect of any accident or damage to property or death or injury to any person entering upon the Easement Site or the Lot Burdened in pursuance of the rights granted under this easement, except to the extent that such accident, damage, death or injury is caused by the wilful or negligent act or omission of the Grantor or the Grantor's employees, officers, agents, contractors or visitors.
- 1.7 For the purposes of this easement "Authority Benefited" means the Minister administering the *National Parks and Wildlife Act 1974*, its successors and assigns.
- 1.8 For the purposes of this easement "Authorised Person" means any person authorised to use the Easement Site by the Authority Benefited excluding the general public, however for the avoidance of doubt, the Authority Benefited may authorise individual members of the public, such as volunteers, from time to time to use the Easement Site for the purpose of assisting the Authority Benefitted to exercise or perform any of its powers, authorities, duties or functions including undertaking routine maintenance activities, feral animal and weed control, fire mitigation programs and scientific research.

**16.3 CLASSIFICATION OF BRICK PIT RESERVE AS OPERATIONAL LAND****IP&R Linkage:** **Pillar:** Leadership**Goal:** Our local government is contemporary, effective and efficient.**Strategy:** Ensure compliance with statutory requirements and ensure Parkes Shire Council's operations are supported by good corporate governance and effective risk management.**Author:** **Sharon Ross, Manager Facilities****Authoriser:** **Logan Hignett, Director Operations****Annexures:** **A. Gazettal Notice for appointment of Brick Pit Reserve 1041392** [↓](#)

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**RECOMMENDATION**

That:

1. An application be made to the Minister for classifying the Brick Pit Reserve No 1041392 as Operational.
- 

**BACKGROUND**

The Crown Land Management Act 2016 authorises Councils that are appointed Crown Land Manager for dedicated or reserved crown land, to manage that land as if it were public land under the Local Government Act, 1993.

The Local Government Act requires that all public land be categorised as either community or operational land.

Following Council's request to become Crown Land Manager of the Brick Pit, the land was appointed to Parkes Shire Council on 30 May 2025.

**ISSUES AND COMMENTARY**

Upon notification of the Brick Pit Reserve to Council as Crown Land Manager, to comply with the Crown Land Management Act 2016, the land needs to be classified as either Community or Operational Land. Operational land can include land that is used for cemeteries, water infrastructure, sanitary purposes or land whereby the public must be excluded for their safety.

**LEGISLATIVE AND POLICY CONTEXT**

Part 3, Division 3.2, Crown Land Management Act 2016

Section 31 Local Government Act 1993

**FINANCIAL IMPLICATIONS**

Transitioning from a Crown Land Licence to the Crown Land Manager model has saved council rental payments in excess of \$10,000 per year.

**RISK IMPLICATIONS**

The classification of the site as Operational gives Council firmer control of the land as opposed to Community Land to ensure public safety of the site.

**COMMUNITY CONSULTATION**

There are no community consultation requirements associated with this report.

**CROWN LAND MANAGEMENT ACT 2016**  
**APPOINTMENT OF CROWN LAND MANAGER**

Pursuant to clause 3.3 of Part 3 to the *Crown Land Management Act 2016*, the persons specified in Schedule 1 hereunder are appointed, for the terms of office specified in that Schedule, as Crown land manager of the land referred to in Schedule 2.

It is a condition of the appointment that the performance of duties as Crown land manager must be in compliance with the code of conduct adopted under section 440 of the *Local Government Act 1993*.

The Hon. Stephen Kamper MP  
Minister for Lands and Property

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**Schedule 1**

Parkes Shire Council (ABN: 96 299 629 630)

For a term commencing the day of this notice

**Schedule 2**

Reserve No. R1041392  
Reserve Purpose: Urban Services  
Notified: The day of this Notice

File Reference: R1041392/NEW/001

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**16.4 RENTING OF 30 WELCOME STREET PARKES****IP&R Linkage:** **Pillar:** Leadership**Goal:** Our local government is open, accountable, and representative.**Strategy:** Provide open and transparent decision-making and undertake the civic duties of Council with professionalism and integrity.**Author:** **Sharon Ross, Manager Facilities****Authoriser:** **Logan Hignett, Director Operations****Annexures:** **Nil**

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**RECOMMENDATION**

That:

1. Endorse the leasing of the Council-owned premises at 30 Welcome Street, Parkes to Australian Unity, commencing 1 July 2025, for an initial term of three (3) years with two (2) further options of three (3) years each.
- 

**BACKGROUND**

The property at 30 Welcome Street, Parkes, formerly occupied by Currajong Disability Services, has been largely vacant since Currajong vacated the premises on 31 December 2020. Since that time, the building has had no consistent tenancy. It has instead been used intermittently, including:

- Temporary accommodation for Neighbourhood Central following flooding of their own premises
- Electoral Commission bookings in 2021 and 2023
- A COVID-19 clinic operated by Vanguard Health in 2022
- Temporary use by Council staff and as a Volunteer Hub during the Parkes Elvis Festival (2022–2024)

While informal expressions of interest were prepared in 2022, they were withdrawn to retain flexibility for internal use. Despite efforts to offer the space to internal project teams, including the PMO, the location and layout have generally been found unsuitable.

An earlier inquiry in 2020 from Anglicare to lease the space at a charitable rate was not pursued, as Council policy requires market rental.

Australian Unity first expressed interest in the property in February 2023. They are seeking a suitable location to establish or expand their regional operations and have made an unsolicited offer to lease the site for \$35,000 per annum (plus CPI or 4%, whichever is lower), exclusive of outgoings. The offer relates specifically to the brick building and one car park and excludes the Welcome Cottage and the rear yard, which continue to serve other Council purposes.

**ISSUES AND COMMENTARY**

Australian Unity's proposed use is consistent with the building's previous use as a disability and community services facility. The lease provides for a commercial fit-out starting 1 July 2025.

The leasing of the property means the building will no longer be available for internal or temporary community use, including during the Elvis Festival. However, the Events Team has proactively approached the Masonic Lodge to provide an alternative location for volunteer coordination during the event.

Tracie Robertson (Ray White Parkes) has confirmed that despite active monitoring and informal marketing of large available spaces, including the former PMO building (Old CBA), the old Town Clock property, and the Currajong Street Post Office, interest in commercial space has been extremely limited. Aside from Australian Unity, the only other parties who made serious enquiries (Country University Centre and Evolution Mining) have since secured alternative locations.

Given the risk of Australian Unity relocating to Forbes if a local lease cannot be secured, and the low likelihood of another comparable tenant emerging, it is considered strategically prudent to progress the lease without further delay or a formal EOI process.

### **LEGISLATIVE AND POLICY CONTEXT**

Council has considered the Local Government Act 1993 and its own Property Leasing Policy in determining the appropriate pathway for leasing the property. Given the prior efforts to attract interest and the unsolicited nature of the proposal from Australian Unity, a direct negotiation is considered compliant and in Council's best interests.

There are no other legislative triggers or compliance issues associated with this decision.

### **FINANCIAL IMPLICATIONS**

The lease will provide Council with an income of \$35,000 per annum, indexed annually by CPI or capped at a maximum of 4%. This rental reflects market value for the space being offered and contributes to the strategic management of Council's property portfolio.

The lease excludes the Welcome Cottage (currently rented to staff and students at \$350 per week) and the remainder of the rear yard.

### **RISK IMPLICATIONS**

Entering into a lease of up to nine years reduces Council's flexibility in repurposing the asset. However, this is mitigated by:

- The consistent vacancy since 2020 and limited interest from other tenants
- The financial stability of Australian Unity
- Lease terms that include standard risk management clauses (e.g. security bond, maintenance responsibilities, and break clauses)

Failure to secure the lease may result in the tenant withdrawing and relocating to another LGA, impacting economic development and service availability in Parkes.

### **COMMUNITY CONSULTATION**

There is no community consultation associated with this report.

**17 REPORTS OF THE DIRECTOR PLANNING AND COMMUNITY SERVICES****17.1 2025 PARKES SHIRE COUNCIL CULTURAL GRANTS****IP&R Linkage:** **Pillar:** Community**Goal:** Our community is creative, proud and has a strong sense of belonging.**Strategy:** Deliver and support events, festivals and celebrations that promote engaged citizenship and foster community pride.**Author:** **Annalise Teale, Acting Director Planning and Community Services****Authoriser:** **Kent Boyd PSM, General Manager****Annexures:** **Nil**

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**RECOMMENDATION**

That:

1. Council approves the following allocation of the PSC Cultural Grants recommended by the Community, Liveability and Access Committee:
    - Parkes Community Arts receive \$6,000.00 to extend the 'Who is Parkes' photographic art trail project.
    - Peak Hill Pastoral Agricultural and Pastoral Association Inc receive \$4,000.00 for the delivery of 'Crafting Connections', Creative Workshops for the Peak Hill show.
- 

**BACKGROUND**

Parkes Shire Council provides an annual grant of \$10,000 to encourage and support the development of local community organisations, services and strategies which make a positive contribution to the community and enrich cultural life throughout the Shire.

In 2025, 4 applications for cultural grant funding were received requesting over \$23,000.00 worth of grant funding to support cultural activities in the Parkes Shire.

**ISSUES AND COMMENTARY**

A panel of representatives nominated by the Community, Liveability & Access Committee met on 4 June 2025 to assess the applications received. Applications were reviewed against the assessment criteria and recommend the following allocations of the grant funding:

- Parkes Community Arts receive \$6,000.00 to extend the 'Who is Parkes' photographic art trail project.
- Peak Hill Pastoral Agricultural and Pastoral Association Inc receive \$4,000.00 for the delivery of 'Crafting Connections', Creative Workshops for the Peak Hill show.

**LEGISLATIVE AND POLICY CONTEXT**

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

**FINANCIAL IMPLICATIONS**

The PSC Cultural Grants are an annual budget line. 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**

Applications for the Cultural Grants were open for 6 weeks during April and May 2025 and widely advertised in both social and mainstream media. There are no community consultation requirements for Council associated with this report.

**17.2 DA2025/0003 - MOTEL ACCOMMODATION, 10-14 COURT STREET, PARKES****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:** **Annalise Teale, Acting Director Planning and Community Services****Authoriser:** **Kent Boyd PSM, General Manager****Annexures:**  
**A. Submissions Received - DA2025/0003 - (Motel) - 10-14 Court Street, Parkes** [↓](#)  
**B. Development Assessment Report - DA2025/0003 (Motel) - 10-14 Court Street, Parkes** [↓](#)  
**C. Working Plan Set - DA2025/0003 (Motel) - 10-14 Court Street, Parkes** [↓](#)

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**RECOMMENDATION**

That:

1. Council approve DA2025/0003 subject to the conditions of consent in this report.
- 

**SUMMARY****Applicant:** Annette Mustow**Owner:** Silville Pty Ltd**Proposal:** Motel Accommodation – construction of a new single story building with 5 accommodation rooms and management flat, reception office and laundry.**Location:** 10 - 14 Court Street, Parkes**REPORT**Site Context

The subject site is located in the Parkes CBD on the corner of Court and Currajong Street, Parkes and has an area of 1810m<sup>2</sup>. Surrounding land uses are of a commercial nature and include shops, offices, business premises and place of public worship. The State Heritage Listed old Parkes Post Office is located to the east, the Parkes Court House and Police Station to the south-east.

The motel previously located on the site was destroyed by fire. The site contains an existing two-storey motel building (not affected by the fire) and car parking area.

Issues

Council received four public submissions during the first public exhibition period (discussed below).

In response to the submissions received, amended plans were submitted which included a pitched roof design. The development application was re-notified and exhibited and no submissions were received.



### Public Submissions and Matters Raised by Objectors

The development application was publicly exhibited 17 January to 31 January 2025. Four public submissions and one agency (Essential Energy) submission was received.

The four public submissions raised the following concerns:

- Flat roof design
- Colour of bricks
- Loss of green space
- Impact on the character and appearance of the area.
- Traffic
- Parking

In consideration of the submissions received, the applicant submitted an amended building design incorporating a pitched roof. The development application was reexhibited from 20 May to 3 June 2025. No submissions were received.

### Internal Referrals

The development application was referred to Council's Development Engineer, Heritage Advisor and Building Surveyor. Details of referral comments can be found the attached assessment report.

## **RECOMMENDED CONDITIONS OF CONSENT**

### **General Conditions**

#### *(MBW1.01) Approved Plans and Supporting Documentation*

1. Development must be carried out in accordance with the following approved plans and documents, except where the conditions of this consent expressly require otherwise.
  - a) The stamped approved plans prepared by Highlands Design, Sheets A-00 – A-13 (inclusive), Issue Q, dated 14 May 2025.
  - b) The approved stamped Statement of Environmental Effects prepared by Currajong Pty Ltd, Revision B, dated 15 May 2025.
  - c) The commitments listed on the relevant BASIX certificate.

except as varied by the conditions listed herein or as marked in red on the approved plans. A current and approved copy of the approved stamped by Parkes Shire Council is to be maintained on site for constructional and reference purposes.

In the event of any inconsistency with the approved plans and a condition of this consent, the condition prevails.

#### *(Prescribed 4) Compliance with Building Code of Australia and insurance requirements under Home Building Act 1989*

2.
  - 1) It is a condition of a development consent for development that involves building work that the work must be carried out in accordance with the requirements of the Building Code of Australia.
  - 2) It is a condition of a development consent for development that involves residential building work for which a contract of insurance is required under the Home Building Act

1989, Part 6 that a contract of insurance is in force before building work authorised to be carried out by the consent commences.

- 3) It is a condition of a development consent for a temporary structure used as an entertainment venue that the temporary structure must comply with Part B1 and NSW Part H102 in Volume 1 of the Building Code of Australia.
- 4) In subsection (1), a reference to the Building Code of Australia is a reference to the Building Code of Australia as in force on the day on which the application for the construction certificate was made.
- 5) In subsection (3), a reference to the Building Code of Australia is a reference to the Building Code of Australia as in force on the day on which the application for development consent was made.
- 6) This section does not apply—
  - a) to the extent to which an exemption from a provision of the Building Code of Australia or a fire safety standard is in force under the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021, or
  - b) to the erection of a temporary building, other than a temporary structure to which subsection (3) applies.

*(Prescribed 6) Erection of Signs*

3. 1) This section applies to a development consent for development involving building work, subdivision work or demolition work.
- 2) It is a condition of the development consent that a sign must be erected in a prominent position on a site on which building work, subdivision work or demolition work is being carried out—
  - a) showing the name, address and telephone number of the principal certifier for the work, and
  - b) showing the name of the principal contractor, if any, for the building work and a telephone number on which the principal contractor may be contacted outside working hours, and
  - c) stating that unauthorised entry to the work site is prohibited.
- 3) The sign must be—
  - a) maintained while the building work, subdivision work or demolition work is being carried out, and
  - b) removed when the work has been completed.
- 4) This section does not apply in relation to—
  - a) building work, subdivision work or demolition work carried out inside an existing building, if the work does not affect the external walls of the building, or
  - b) Crown building work certified to comply with the Building Code of Australia under the Act, Part 6.

*(Prescribed 7) Fulfilment of BASIX commitments*

4. It is a condition of a development consent for the following that each commitment listed in a relevant BASIX certificate is fulfilled—

1. BASIX development,
2. BASIX optional development, if the development application was accompanied by a BASIX certificate.

*(BW1.01) Obtaining a Construction Certificate*

5. The Applicant is to obtain a Construction Certificate from either Council or an Accredited Principal Certifier, certifying that the proposed works are in accordance with the Building Code of Australia and applicable Council Standards prior to any building works commencing.
  - No building, engineering or excavation work is to be carried out in relation to this development until the necessary construction certificates have been obtained.
  - It is the responsibility of the Applicant to ensure that the development complies with the Building Code of Australia and applicable Council Standards in the case of building work. This may entail alterations to the proposal so that it complies with these standards.

*(BW1.02) Obtaining an Occupation Certificate*

6. Prior to the occupation or use of the development, an Occupation Certificate must be obtained from the Principal Certifier for the subject development.

**Prior to the issue of a Construction Certificate**

*(BW2.03) - Section 7.12 Contributions*

7. Pursuant to Section 7.12 of the Environmental Planning and Assessment Act 1979, the monetary contribution set out in the following table is to be paid to Parkes Shire Council prior to the issue of a Construction Certificate. The contribution is current as at the date of this consent and is levied in accordance with the Parkes Shire Section 94A Contributions Plan 2016, in force from 5 August 2016, which may be viewed during office hours at Council's Customer Service Centre, 2 Cecile Street, Parkes, or on Council's website [www.parkes.nsw.gov.au](http://www.parkes.nsw.gov.au). The contribution payable will be calculated in accordance with the contributions plan current at the time of payment, and will be adjusted at the time of payment in accordance with the Consumer Price Index (CPI) (All Groups Index for Sydney) published by the Australian Bureau of Statistic (ABS). Contribution amounts will be adjusted by Council each quarter.

<b>Contribution Type</b>	Section 7.12
<b>Proposed Cost of Development</b>	\$1,281,556.10
<b>Levy %</b>	1% above \$200,000.00
<b>Total Contribution</b>	\$10,815.56
<b>Contribution Rate remains current until</b>	Next CPI Quarterly Adjustment

*(EBW2.01) Submit Engineering Detail for Internal Manoeuvring and Parking Hardstand*

8. Prior to the commencement of any work on the site, detailed engineering drawing(s) shall be prepared for the car park and internal driveways and manoeuvring areas that address the following:
  1. Sixteen (16) car spaces shall be provided in the location identified on the approved plans.

2. The car parking and manoeuvring areas shall be bitumen sealed, with extents shown on the approved plans.
3. Car parking areas shall comply with AS 2890.1:2004 - Parking Facilities, Part 1: Off-Street Car Parking.
4. Details of edging between driveways and parking areas and footpaths.

The engineering detail shall be submitted with the Construction Certificate application

*(EBW2.02) Submit Engineering Detail for Stormwater Management*

9. Prior to the commencement of any work on the site, a detailed stormwater management plan shall be prepared for the development in accordance with the following:
  1. Parkes Shire Council DCP 2021
  2. Parkes Shire Council Stormwater Drainage Guidelines 2010

The plan shall include the design considerations and calculations relating to the stormwater runoff on the site as well as all necessary stormwater infrastructure required to manage minor (5% AEP) and major (1% AEP) storm events. The plan shall also show how a zero net increase of peak discharge will be achieved with appropriate onsite detention/retention. The engineering detail shall be submitted with the Construction Certificate application.

## **Before Works Commence**

*(BW3.02) Notice of Commencement & Principal Certifier Appointment*

10. The applicant is to submit to Parkes Shire Council, at least two (2) days prior to the commencement of any works, a 'Notice of Commencement of Building or Subdivision Works' and 'Appointment of Principal Certifier'.

*(EBW3.04) Obtaining a Section 305 Certificate*

11. Prior to the commencement of works, evidence of an approved Section 305 Water Management Act 2000 Application for water supply works from Parkes Shire Council is to be provided to the Certifier.

Note: The applicant is advised that the development may be subject to developer charges pursuant to Division 5 of Part 2 of Chapter 6 of the Water Management Act 2000. These fees will be confirmed with the issue of a Section 306 Certificate and will be required to be paid in full prior to the issue of an occupation certificate in accordance with Section 64 of the Local Government Act 1993.

The current Section 64 developer charges per ET set out in Council's published fees and charges for 2024/25 are:

- Water = \$14,605.50

This charge is reviewed each financial year. The current contribution rate is to be confirmed prior to payment.

*(EBW3.01) Section 138 Approval*

12. Prior to any work commencing within a public road reserve, the Applicant shall submit an Application under Section 138 of the Roads Act 1993 to carry out road works, including

detailed engineering design drawings of intended works, sediment control plans, environmental management plans, work method statements and traffic control plans.

*(BW3.01) Section 68 Approval*

13. The Applicant is to obtain all relevant approvals to carry out sewerage work, to carry out stormwater drainage work and to carry out water supply work from Parkes Shire Council prior to commencing works and comply with any conditions of that permit. All work shall be carried out by a licensed plumber and drainer and to the requirements of the Plumbing Code of Australia.

## During Works

*(BW4.05) Clear Footways and Roadways During Construction*

14. During construction, public footways and roadways adjacent to the site must be kept clear of obstructions unless separate written approval from Parkes Shire Council is obtained to occupy the public road reserve.

*(BW4.09) Disposal of Waste*

15. All building rubbish, demolition material and debris shall be disposed at an approved Parkes Shire Council Waste Facility.

*(EBW4.10) Driveway Access*

16. The applicant is to construct a new concrete driveway at the nominated location on Court Street, from the back of existing layback to boundary, and the existing access via Currajong Street is to be upgraded in accordance with the following Parkes Shire Council minimum standards:
  1. Driveway 3-6 metres wide
  2. Concrete slab shall be 150mm thick, 32MPa GP concrete, founded on 75mm of compacted gravel.
  3. Concrete slab shall be dowelled into the existing kerb and gutter using R12 Galvanised dowels (250 grade) spaced at 300mm centres, 400mm long and centrally placed.
  4. At grade of existing verge/footway (must be between +2% and +4% grade from top of kerb to boundary)
  5. Design levels of driveway to be submitted with Section 138 Permit for approval.

All works must be completed prior to the issue of an Occupation Certificate.

*(MBW4.03) Hours of work*

17. Site work must only be carried out between the following times –

Between 7:00 am and 6:00 pm on weekdays;

Between 8:00 am and 1:00 pm on Saturdays;

No work permitted on Sundays or Public Holidays.

Site work is not to be carried out outside of these times except where there is an emergency, or for urgent work directed by a police officer or a public authority.



*(BW4.06) Noise and Pollution Requirements*

18. No nuisance or interference with the amenity of the area is to be created by reason of any process or operation on the premises causing the emission of noise, dust, smoke or any polluted discharge whatsoever.

*(BW4.02) Provision of Toilets*

19. Throughout the course of building operations on the land, toilet facilities are to be provided, at or in the vicinity of the work site on which work involved in the erection or demolition of a building is being carried out. Toilet facilities are to be provided at a rate of one toilet for every 20 persons or part of 20 persons employed at the site.

*(BW4.03) Rubbish & Debris*

20. All building rubbish and debris, including that which can be wind blown, shall be contained on site in a suitable container for disposal at an approved Parkes Shire Council Waste Landfill Depot. The container shall be erected on the building site prior to work commencing and shall be maintained for the term of the construction to the completion of the project.
- No building rubbish or debris shall be placed or permitted to be placed on any adjoining public reserve, footway or road.
  - The waste container shall be regularly cleaned to ensure proper containment of the building wastes generated on the construction site.

*(Bespoke) Provide Stormwater Management Infrastructure*

21. During construction, all stormwater infrastructure, including drainage basins, kerb and gutter, lintels, kerb inlet pits, stormwater mains, interallotment drainage pits and pipes are to be installed in accordance with the stamped approved plans under the section 68 approval for stormwater drainage works.

*(Bespoke) Retaining of Heritage Kerb (Court Street)*

22. During construction, the sandstone heritage kerb along Court Street which is disturbed through the creation of a new egress point is to be retained and provided to Parkes Shire Council. Care is to be taken to ensure the kerb is retained and impacts to the remaining and removed kerb is minimised as far as possible.

**Prior to the issue of an Occupation Certificate***(BW5.04) Consolidation of Lots*

23. Prior to the issue of an Occupation Certificate the applicant is to provide evidence that Lot 8 Section 1 DP 758827, Lot 9 DP 651068, Lot 7 DP 1084707 and Lot E DP 26318 has been consolidated into a single allotment.

*(EBW5.01) Final inspection Record for Driveway Works*

24. Prior to the Issue of any Occupation Certificate a Certificate of Completion is to be provided to the Principal Certifier confirming that all works and fees / contributions required for the provision of a layback, crossover and driveway have been completed in full to the satisfaction of Council's Director Operations.

*(BBW5.01) Fire Safety Certificate*

25. On completion of the building, the owner of the building is required to submit to the Principal Certifier a Fire Safety Certificate(s) with respect to each essential fire safety measure installed in association with the building — as listed on the Fire Safety Schedule attached to the Construction Certificate. Such certificate(s) must be submitted to the Principal Certifier prior to occupation or use of the subject building.

Copies of the subject Fire Safety Certificate(s) must also be forwarded by the owner to Council (if not the appointed Principal Certifier) and the Commissioner of Fire and Rescue NSW and displayed within the subject building in a prominent position.

*(EBW5.04) Issue Reticulated Water Compliance Certificate*

26. Prior to the issue of an occupation certificate a Certificate of Compliance in accordance with Section 307 of the Water Management Act 2000 is to be obtained from Parkes Shire Council, certifying that all works, fees and charges, required in connection with the provision of the reticulated water supply to the development have been undertaken and complied with in full.

*(MBW5.06) Repair of infrastructure*

27. Before the issue of an Occupation Certificate:

- 1) any public infrastructure damaged as a result of the carrying out of work approved under this consent (including damage caused by, but not limited to, delivery vehicles, waste collection, contractors, sub-contractors, concreting vehicles) must be fully repaired to the written satisfaction of Council, and at no cost to Council; or
- 2) if the works in (1) are not carried out to Council's satisfaction, Council may carry out the works required and the costs of any such works must be paid as directed by Council.

*(Bespoke) Stormwater Management – Work-As-Executed (WAE) Plans*

28. Prior to the issue of an Occupation Certificate, the applicant must submit Work-As-Executed (WAE) plans and certification to the Principal Certifier and Council, confirming that the stormwater management system has been constructed in accordance with the approved Stormwater Management Plan.

The WAE plans must:

1. Be prepared by a Registered Surveyor and certified by a suitably qualified Civil Engineer (CPEng/NPER or equivalent).
2. Include surveyed levels and as-constructed details of all stormwater infrastructure, including but not limited to:
  - a. Drainage basins
  - b. Kerb and guttering
  - c. Lintels and kerb inlet pits
  - d. Stormwater mains
  - e. Inter-allotment drainage pits and pipes
3. Show design vs constructed levels for surface grades and all areas functioning as stormwater detention, including car parks and manoeuvring areas.
4. Provide verification of detention volume(s) to demonstrate compliance with the approved stormwater design.

5. Be certified as compliant with:
  - a. The approved Stormwater Management Plan
  - b. AS 3500.3 (Stormwater Drainage) and other applicable Australian Standards and/or Guidelines
  - c. Any relevant Council policies, Parkes Shire Development Control Plans 2021 and the Parkes Local Environmental Plan.

The Occupation Certificate must not be issued until Council has reviewed and approved the submitted WAE documentation.

*(Bespoke) Compliance Certificate – Stormwater Management System*

29. Prior to the issue of an Occupation Certificate, a Compliance Certificate must be obtained from the Principal Certifier or Parkes Shire Council, certifying that all stormwater management works have been completed in accordance with the approved plans, relevant Australian Standards, and Council's requirements.

The Compliance Certificate must confirm that:

1. All stormwater infrastructure has been constructed in accordance with the approved Stormwater Management Plan, including but not limited to:
  - a. Drainage basins
  - b. Kerb and guttering
  - c. Lintels and kerb inlet pits
  - d. Stormwater mains
  - e. Inter-allotment drainage pits and pipes
2. All required fees and charges related to stormwater infrastructure have been paid in full.
3. Work-As-Executed (WAE) plans have been submitted and approved, verifying compliance with the approved stormwater design.
4. The stormwater management system complies with
  - a. The approved Stormwater Management Plan
  - b. AS 3500.3 (Stormwater Drainage) and other applicable Australian Standards and/or Guidelines
  - c. Any relevant Council policies, Parkes Shire Development Control Plans 2021 and the Parkes Local Environmental Plan.

The Occupation Certificate must not be issued until written evidence of compliance has been provided to the Principal Certifier or Parkes Shire Council, confirming all stormwater works have been satisfactorily completed.

## Ongoing Use

*(BW6.14) Delivery Vehicles*

30. All loading and unloading of delivery vehicles, is to take place off-street and must not inhibit the free flow of vehicles accessing the site or other premises in the area. Loading facilities, internal docks or goods handling areas are to be maintained free of obstruction for the sole use of delivery vehicles.

*(BW6.15) Environmental Protection*

31. There must be no interference with the amenity of the area by reason of the emission of any offensive noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash or dust, or otherwise as a result of the development as defined in the Protection of the Environment Operations Act 1997.

*(BBW6.01) Fire Safety Statement*

32. The owner of the building is required to submit to Council at least once in each period of 12 months following the completion of the building an Annual Fire Safety Statement(s) with respect to each essential fire safety measure associated with the building.

Copies of the subject Annual Fire Safety Statements must also be forwarded by the owner to the Commissioner of the Fire and Rescue NSW and displayed within the subject building in a prominent position. In this regard Fire and Rescue NSW has requested that only electronic copies of the statement be forwarded, with their dedicated email address for such Statements being: [afss@fire.nsw.gov.au](mailto:afss@fire.nsw.gov.au)

*(MBW6.13) Signage during ongoing use*

33. During ongoing use of the premises:
- 1) signage of the building street number and building name (where applicable) must be clearly displayed
  - 2) advertising signs must not be placed or displayed on any public space (including the public footpath or street)
  - 3) any approved lighting of signs must comply with Australian Standard AS 4282:2019 - Control of the Obtrusive Effects of Outdoor Lighting
  - 4) no upward facing light sources can be displayed on signs on the premises.
  - 5) signs must only be illuminated when the premises are in operation and only during the operating hours approved under this consent

*(BW6.16) Use of footpath*

34. Nothing associated with the development or business is to be located on the footpath or adjoining public area, including the parking of vehicles, storage of goods, materials, waste or the like, without prior consent of Council.

*(BW6.12) Vehicle Movement and Parking*

35. All vehicles must enter and exit the site in a forward direction. There shall be no reversing of vehicles onto the public roadway system. All vehicles must be parked legally, and no vehicles are permitted to be parked over the public footpath.

*(BW6.17) Waste Management*

36. Adequate facilities shall be provided in a screened location within the premises for the separate storage of recyclable, non-recyclable and special waste material. Arrangements shall be made for the regular removal and disposal of those waste materials. The garbage and bin storage area shall be positioned in a location that is impervious to moisture, and capable of being easily cleaned.

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**CONCLUSION**

A development assessment report is attached which provides a full assessment of the proposed development. It is recommended that DA2025/0003 for Motel Accommodation at 10-14 Court Street, Parkes be approved subject to the conditions contained within this report.



31 January 2025

PARKES NSW 2870

The General Manager  
Parkes Shire Council  
2 Cecile Street  
PARKES NSW 2870

**Email:** [council@parkes.nsw.gov.au](mailto:council@parkes.nsw.gov.au)

Dear Sir/Madam,

**RE: DEVELOPMENT OF 10-14 COURT STREET, PARKES**

I shall be grateful if you would accept my Objections herein to the proposed Court Street Motel site.

1. Court Street between Clarinda and Currajong Streets is of a length only of 160m.

It already has laneway entry on both sides of Court Street approximately halfway in that length.

2. The proposal would cause:
  - a. Loss of street parking on the northern side of at least three car spaces.
  - b. Increased traffic substantially through its access from Currajong Street to Court Street without adequate provision for internal parking.
  - c. An exit only 35 metres from the intersection of two busy streets.
  - d. Increase to 19 units, with increase in through traffic.
  - e. Loss of green/garden space and destruction of established shade tree.

Yours sincerely

Bill Burke

23/01/2025



Parkes Shire Council

2 Cecile St

Parkes NSW 2870

Dear Sir/Madam,

Re: Submission to DA2025/0003

Thank you for the opportunity to make submission to the the current DA for 10 Court St.

As adjacent property owners, we are concerned that the building proposed is not sympathetic to its heritage surrounds. We believe the current design will negatively impact property values, will seriously impact parking in Court St, will detract from the flow of the Currajong St intersection, change the green space ratio in the area, and negatively impact pedestrian safety.

**1. Impact on the character and appearance of the area**

This pocket of our CBD enjoys its own unique character and style and we ask that it be considered important to preserve this character. The development as proposed is not in keeping with the existing visual aesthetic and architectural style of its immediate surrounds, and will detract from the overall character and appearance of the adjoining and adjacent properties, particularly those that share the intersection of Currajong St and Court St.

As this area is the only pocket we know of where there is any concentration of heritage buildings and buildings of heritage significance, preserving the character and appearance of this area is crucial to maintaining our sense of identity and community pride. The area's character and style contributes to the overall attractiveness of our CBD and subsequently impacts positively on nearby property values.

## **2. Impact on neighbouring properties**

We recently renovated the old Champion Post building and went to great lengths to undo the 1970's blonde brick alteration so that we could reinstate the original window spaces, and better blend the building to its heritage surrounds.

The Mathews Williams building, Court House, and old Post Office share the corners of the intersection on which this proposed development fronts, yet the proposed construction style seems to strive to mirror that of Totally Work Wear, which is definitely the odd one out in the near vicinity.

Wherever possible, we would like to see Council influence the design of this, and any proposed building in this area so that it is sympathetic and respectful to its heritage listed neighbours.

## **3. Impact on traffic**

We object to the addition of a driveway to Court St. The junction of the driveway and Court St sits very close to the busy intersection of Court St and Currajong St which is frequented by emergency services, often in a hurry. As there is no roundabout at this intersection, there is often a wait when trying to travel from Clarinda St to get to Gap St/Want St area, particularly before and after school.

The footpath is frequented by pedestrians including school students and we feel their safety would be negatively impacted.

## **4. Parking**

Through the placement of the exit driveway to Court St, the placement of the rooms, and the access door from the rooms and residence direct to Court St, this will no doubt increase pressure to on street parking in Court St and will surely cause Motel guests to park on the street. Given approval of this DA would appear to take the number of rooms to 19 (many of which sleep 3 people according to [www.courstmotel.com.au](http://www.courstmotel.com.au)), plus a 2 bedroom residence, the plan for on site parking seems seriously inadequate.

## **5. Environment**

The development as proposed would cause a loss of the green space that currently separates the sites 12-14 Court St, and 10 Court St. Further loss of the little green space we have in the area, particularly when replaced with concrete and bitumen surfaces, will increase urban heat sinking, and impacts negatively on the visual attractiveness of the area.

We ask that Council encourage the replacement of the demolished structure, but ask Council to reject the DA in its current form.

As an aside, we have been heartened by the response from the public on reinstating the windows and removing the blonde brick from the Champion Post building and suggest the current owners of 10 Court St, could enjoy much community admiration and appreciation if they are able to reconsider the design proposed.

Thank you for the opportunity to make submission.

Best wishes

Cenwest Development Corp PTY LTD

## P & M Sgarlata

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30 January 2025

Grahame Fry  
Land use Planning Specialist  
Parkes Shire Council

Dear Grahame

**RE: DA 2025/0003**

Re -Court Street Motel  
10 Court Street  
PARKES NSW 2870

On receiving this DA submission, we wish to respond.

Our Building, the Parkes Old Post Office, 39 Currajong St. is located directly opposite Court St. Motel. Our property is Heritage Listed and we are situated within the Parkes Heritage precinct.

Some of the many buildings in this Heritage area of Parkes: Court House, several Churches, Presbyterian, Anglican, Uniting, Catholic Church & former Convent Building, as well as Solicitors office, Detectives Office just directly at the rear of our building, former Champion Post property, former Parkes Library building & Anglicare building adjacent to us to name just a few.

Most of the buildings in this zone of Parkes have similar old time appearance & complement each other. Our former Parkes Post Office & the Parkes Court House are the two main Heritage Buildings in Parkes.

As owners of the Heritage Listed, Old Post Office, since purchase in 1990, we have spent thousands & thousands of dollars on continual care, up keep & maintenance of this Building to maintain the Heritage profile for Future Generations. We have done & continue to take the Best care possible, to protect this Building for Parkes.

Firstly it is pleasing to see that after the unfortunate fire at the Court Street Motel, there will be new development ahead.



As owners of the Heritage Parkes Post Office Building, located directly opposite Court Street Motel, we wish to lodge an objection.

Our Request is that the New Development needs to Blend in, & maintain positive property values, with the neighbouring buildings, Including our own Heritage Listed Building.

We wish to submit our objection re the following:

**1- The Flat Roof.**

Development for Court Street Motel, the Roof, should be more in keeping with the Surrounding Buildings.

**2- Driveway – Safety Considerations**

We wish to state that the Driveway should continue to be via Currajong Street, for safety reasons, NOT via Court Street as per this DA request.

Please note, there are no driveways for any of the buildings In Court Street, between Currajong & Clarinda Street.

**3- Colour of Bricks/Walls/ signage Border-**

We request that Council consider the colour of bricks/walls/ fences to complement surrounding Buildings, NOT Dark bricks or walls.

Also please, any signage border to be in neutral/ lighter colours.

This request, is based on keeping the Development, aesthetically pleasing for this Heritage area of Parkes.

Again, Best Wishes, to the owners, with the Development for Court Street Motel.

We await information, re the Final Building approval.

Trust that this development, once completed, will further enhance, Parkes Heritage precinct.

Regards

P & M Sgarlata

 **RayWhite.**

23/01/2025

Parkes Shire Council  
2 Cecile St  
Parkes NSW 2870

Dear Sir/Madam,

**Re: Submission to DA2025/0003**

We write in relation to the DA for 10 Court St as currently advertised.

As a business passionate about the success of all local business, we are greatly relieved that the owners have chosen to rebuild and wish them every success.

We would however like to make submission about the appearance of the building. Whilst it clearly provides a sensible design and economic build style from a developers perspective, we would like to highlight that this development will be viewable from Parkes' most treasured heritage listed buildings. Prior to the fire, the construction style was appealing and in keeping with its surrounds, and we had hoped its replacement would be similar.

We would implore the owners to reconsider the flat roof design and instead consider spending a little more for the benefit of our town. A gabled roof design with heritage features would increase the buildings appeal and decrease the negative visual impact its current design will have on its neighbours. It's new iteration will hopefully be in place for many decades to come and is important that we protect the heritage appeal of that little nook in our CBD for future generations.

It is our professional position that allowing the development to proceed in its current form would reduce the appeal of the area. The knock-on effect will include a negative impact on nearby property prices, saleability, and lettability.

Our agency are managing agents for the adjacent Old Post Office building, and the Old Champion Post building, and we thus make submission in support of our clients concerns.

Best wishes to the owners of 10 Court St, we hope they will take our feedback with the good faith in which it is intended.

## DEVELOPMENT ASSESSMENT REPORT

### Environmental Planning & Assessment Act 1979

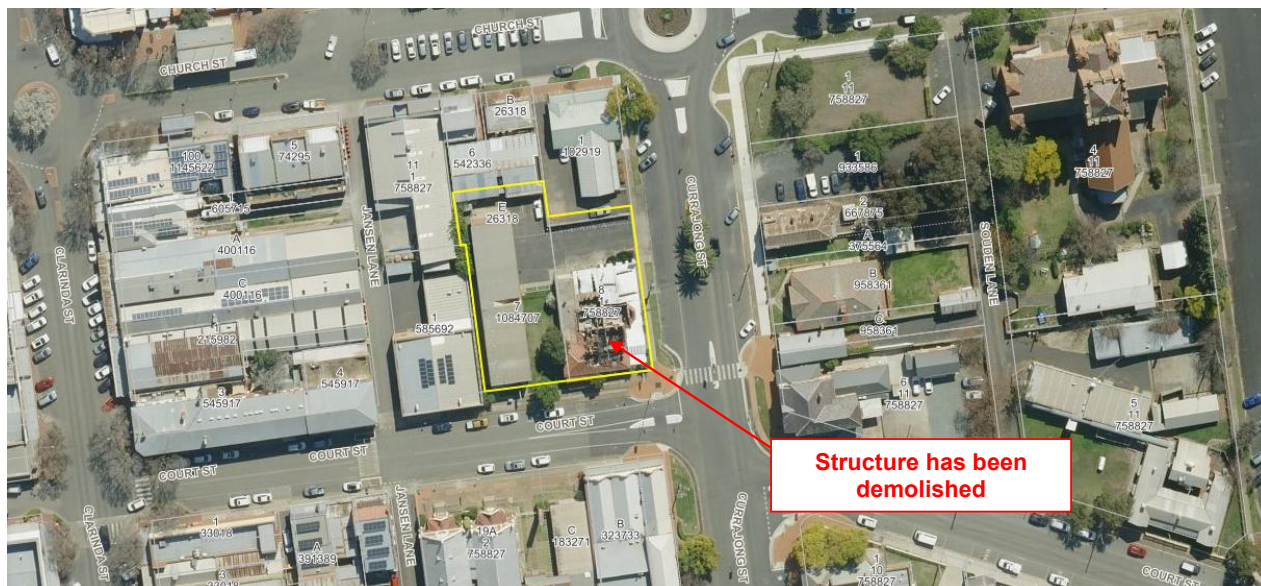
#### Application Details:

Development Application No: DA2025/0003  
 Description of Development: Erection of a New Structure – Motel Accommodation  
 BCA Class: Class 3 and 4  
 Applicant: M Mustow  
 Landowner(s): Silville Pty Ltd  
 Landowners consent provided: ☒ Yes ☐ No (All Landowners must give consent to the proposed development)

#### Property Description:

Legal Description: Lot E DP 26318, Lot 7 DP1084707, Lot 8 Sec 1 DP758827 & Lot 9 DP651068, 10-14 Court Street, Parkes  
 Existing Improvements: Motel Accommodation and Carpark  
 Current land-use: E1 Local Centre

#### Locality and Site Context Map:







**Comments:** The subject land currently contains the existing access to the existing Court Street Motel. The proposal forms the redevelopment of the Court Street Motel which was demolished in 2023 following a fire and an Emergency Control Order for the demolition of an existing building. The supporting plans and documentation accurately depict the current site conditions.

#### Site Inspection:

Date:

30 January 2025

Was the Applicant present?

☒ Yes

☐ No

Was the Owner present?

☒ Yes

☐ No

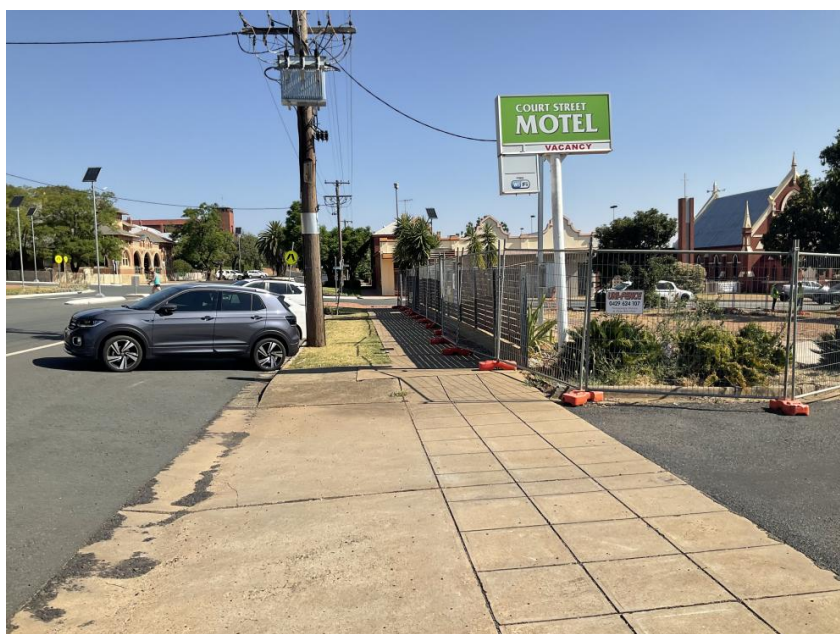
**Comments:** Council's Planning, Building and Engineering staff inspected the site on 30 January 2025 and identified the following:

- The surrounding lots contain a variety of commercial developments, places of public worship and public administration buildings.
- The wider site contains an existing motel building and associated car parking. The site contains temporary fencing around the location of the previous restaurant associated with the motel.
- Access to the site is via Currajong Street which is a sealed road with associated kerb/gutter infrastructure. A new access point is proposed via Court Street.
- The site is mostly clear of vegetation, containing a landscaping strip along the north-eastern portion of the allotment and a mature tree which is proposed to be removed to facilitate an egress point from the proposed development.
- Overhead powerlines run along Currajong Street and connect to an existing advertising pylon associated with the Court Street Motel. The overhead powerlines are within 5 metres of the proposed development.
- The site has a fall to the west towards the existing motel buildings. Earthworks and retaining walls will be required to level and prepare the site for development.

The following images show the site.



Existing tree to be removed.  
Existing fencing around location of previous restaurant which has been demolished. New motel building to be erected where the temporary fencing is located.



Existing Court Street Motel sign and entry. Overhead powerlines run along Currajong Street. Referral to Essential Energy is required.



Location of proposed egress through to Court Street. Internal driveway will be required to be sealed. Existing units associated with the Court Street Motel located to the right. Proposed units will be located to the left.

#### Internal Referral Advice:

Has an Internal Engineering Technical Referral been received?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Has an Internal Engineering Infrastructure Referral been received?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Has an Internal Building Referral been received?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Has an Internal Heritage Advice Referral been received?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

**Comments:** The proposed development has been referred to Council's Building, Technical and Infrastructure staff. The development has also been referred to a Heritage Advisor. The comments from these referrals are summarised below:

#### Access & Traffic





The kerb and gutter on Court Street is heritage, and as a result, a referral to a heritage advisor is required for the new access on Court Street. The new access on Court Street will need to be tied back into the existing kerb line, transitioning back to the existing in accordance with a section 138 approval for the access works. It is recommended that the Currajong Street access be rebuilt.

#### Stormwater

Catchment analysis indicates that the only site stormwater should be generated as a result, with the road water to be constrained to Currajong Street and Court Street. Whilst the development should not need to manage the ingress of road water it is recommended that the levels of the access on Court Street be raised as much as feasible, to ensure that this is the case.

A stormwater management plan must be provided which proposes measures to ensure adequate drainage of the 5% AEP, as well as mitigating the increase in discharge via On Site Detention. Site surface levels must be augmented to allow for an overland escape route for site runoff up to 1% AEP. Channels, pits, pipes and paved areas must be reshaped to capture and convey site stormwater and prevent surface flows from entering any of the habitable spaces. It is noted that the site is located within a problem area, and the stormwater from the site must be managed to prevent any increase or worsening of the site stormwater discharge to the CBD precinct.

#### Utilities

The lot is already serviced by water but has 2 water meters. It is recommended they have a single equivalent water connection.

The lot is already serviced by sewer reticulation. The applicant intends to use the existing junction. The sanitary line runs into another lot owned by the same owner to connect to council's reticulation. It is recommended that an easement over the sanitary line be provided as it extends into the adjoining lot even though the lots are owned by the same owner. This will protect any potential buyer should the lots be sold separately.

*Assessor Comment: A condition of consent will be imposed requiring the allotments to be consolidated prior to the issue of an occupation certificate. This removes the necessity of an easement and restricts the ability to sell lots separately and potentially fragment the development.*

#### Trade Waste

The development is exempt from the requirement to obtain council approval for trade waste discharge to the sewer system. However, the liquid trade waste management guideline requires at least dry basket arrestor and screens for a Motel with no hot food.

Annual trade waste fees do not apply.

#### Building

Fire hose reels and hydrants are not required to service the building as the building is less than 500m<sup>2</sup> in area.

The plans and lack of building specifications provided do not provide adequate information for a full assessment of the new building against the Building Code of Australia. It is noted that the plans have been marked for DA issue only. Further details of compliance with the Building Code will be required with the submission for a Construction Certificate.

The information provided does not highlight any impediment to the new building being able to comply with the requirements of the Building Code of Australia although there may be minor changes to combat energy efficiency requirements and accessibility into and from the building. Specific detail of this will be assessed by the relevant party appointed to assess a construction certificate for the new building.

#### Heritage



The subject site is directly opposite the former Post Office (state listed) and the Court House (locally listed). These are very prominent heritage buildings and there is a risk that the new Motel building will detract from the setting and heritage value of these buildings.

The following recommendations were made based on the originally submitted plans to improve the overall design of the buildings while not detracting from the scope of the accommodation:

1. Fence - use a standard 700mm high Charcoal steel rod system on top of a 200mm high rendered base wall - measured above the footpath. Provide a suitable species of hedge behind the fence to both street frontages
2. The roof - use a pitched hipped roof on the building as this is the most common roof in the area. Use the rear roof slopes for the solar panels and locate the AC units on top of the skillion area for accessible maintenance and keeping them out of sight;
3. Use a simple skillion verandah attached to the wall below the eave, to cover over the patios;
4. Use contemporary versions of traditional awnings over the doors and windows generally as this weather protection is good value and adds character;
5. Relocate the water tank off the street elevation and use a gable or hip over the entry to help model this elevation;
6. Change the windows in the manager's accommodation into full height french door type units with double hung windows as required to give a more traditional character and amenity
7. Change the wing walls between the unit patios into a painted rendered wall to reduce the extent of the face brick and interpret the rendered walls on the traditional buildings;
8. Specify a Lysaght Baroque steel colorbond material in Windspray with smooth quad gutters and circular downpipes and traditional rolled flashings.

*Assessor Comment: The recommendations from the heritage advisor were forwarded to the applicant for integration into revised plans. Amended designs have since been submitted which take into consideration the recommendations from the heritage advisor.*

#### Easement(s):

Are there any easements applying to the subject land?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
Is the proposed development clear of easements?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are there any proposed easements?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
Are easements required?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A

**Comments:** The subject site does not contain any easements. No easements are proposed or required for this development.

#### Consolidation of Lots:

Are there multiple lots owned by the landowner in the same holding?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is there a need to consolidate lots?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

**Comments:** The proposal is for the redevelopment of the Court Street Motel. The Motel is located across multiple lots, these being Lot 9 DP651068 and Lot 8 Sec 1 DP758827 in one holding and Lot 7 DP1084707 and Lot E DP26318 in a separate holding. Both holdings form the Court Street Motel and are owned by the same landowner. The development necessitates the consolidation of all four lots across the two holdings to ensure no future fragmentation of the land nor easements are required.

#### Section 1.17 Biodiversity Conservation Act 2016 / Fisheries Management Act 1994

##### Biodiversity:

Is the land identified on the Biodiversity Values Map?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
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Does the development include clearing/disturbance of vegetation above the relevant threshold? (as identified in 7.2 of the Biodiversity Conservation Regulation 2017)?

☐ Yes ☒ No ☐ N/A

Is the development otherwise likely to affect threatened species? (as identified in Clause 7.1 and 7.2 of the Biodiversity Conservation Regulation 2017)?

☐ Yes ☒ No ☐ N/A

Is the development proposed on land identified as an area of outstanding biodiversity value?

☐ Yes ☒ No ☐ N/A

**Comments:** The subject site is not identified on the Biodiversity Values Map. There is no significant vegetation present on the subject lot, and no clearing is proposed or required above or beyond the relevant thresholds. There is no biodiversity connection corridor associated with the land. No adverse impacts are assessed.

#### Fisheries:

Is the proposed development or activity likely to have an adverse effect on the life cycle of a threatened species such that a viable local population of the species is likely to be placed at risk of extinction?

☐ Yes ☒ No ☐ N/A

Is the proposed development or activity likely to have an adverse effect on the life cycle of the species that constitutes the endangered population such that a viable local population of the species is likely to be placed at risk of extinction?

☐ Yes ☒ No ☐ N/A

In relation to a threatened species, population or ecological community will the proposed development lead to the removal or fragmentation of a habitat and does the habitat have an important role in the ongoing survival of the species?

☐ Yes ☒ No ☐ N/A

Is the proposed development or activity likely to have an adverse effect on any critical habitat (either directly or indirectly)?

☐ Yes ☒ No ☐ N/A

**Comments:** The subject site is not located within proximity of a watercourse. It is assessed the proposed development will not have any adverse impacts on any threatened species, endangered population or ecological community.

#### Section 4.14 Consultation and development consent—certain bush fire prone land

Is the site identified on the Bushfire Prone Land Map?

☐ Yes ☒ No ☐ N/A

Does the development comply with "Planning for Bushfire Protection" or a certificate provided by a person who is recognised by the NSW Rural Fire Service as a qualified consultant in bush fire risk assessment stating that the development conforms to the relevant specifications and requirement?

☐ Yes ☐ No ☒ N/A

If no, has consultation been done Commissioner for Rural Fire Service?

☐ Yes ☐ No ☒ N/A

**Comments:** Not relevant to the proposal.

#### Contributions:

Does the Section 7.11 Contributions Plan apply?

☐ Yes ☒ No

- Are Section 7.11 Contributions payable?

☐ Yes ☒ No

Does the Section 7.12 Contributions Plan apply?

☒ Yes ☐ No

- Are Section 7.12 Contributions payable?

☒ Yes ☐ No

Were Section 7.11 Contributions paid on the land under previous applications?

☐ Yes ☐ No ☒ N/A

Does the Developer Services Plan apply?

☐ Yes ☒ No



- Are Water Contributions payable? ☐ Yes ☒ No
- Are Sewer Contributions payable? ☐ Yes ☒ No

**Comments:** The proposed development is valued over \$200,000.00. A levy of \$10,815.56 has been applied to this proposal in accordance with the Parkes Shire Section 94A Contributions Plan 2016 - see Conditions of Consent.

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## Section 4.15(1) Assessment

### S4.15(1)(a)(i) The provisions of any environmental planning instrument

#### Local Environmental Plans

The Parkes Local Environmental Plan 2012 applies to all land within the Parkes Local Government Area. The site of the proposed development is zoned E1 Local Centre under the Parkes Local Environmental Plan 2012. The Land Use Table for the E1 Local Centre zone permits the erection of hotel or motel accommodation with consent from Council.

Clause 2.3(2) of Parkes Local Environmental Plan 2012 provides that the Council shall have regard to the objectives for development in a zone when determining a development application in respect of land within the zone. The objectives of the E1 Local Centre zone are:

- To provide a range of retail, business and community uses that serve the needs of people who live in, work in or visit the area.
- To encourage investment in local commercial development that generates employment opportunities and economic growth.
- To enable residential development that contributes to a vibrant and active local centre and is consistent with the Council's strategic planning for residential development in the area.
- To encourage business, retail, community and other non-residential land uses on the ground floor of buildings.
- To preserve the dominance of the town centre of Parkes as the key subregional retail and commercial centre in Parkes.
- To support the consolidation of commercial and retail development in the town centre of Parkes.
- To encourage the expansion of post-secondary education and training facilities within the town centre of Parkes to service the education needs of the region.
- To improve the quality of urban design in the town centre of Parkes to ensure that the pedestrian environment is attractive and safe.
- To minimise conflict between land uses within the zone and land uses within adjoining zones.

The development is consistent with the objectives of the E1 Local Centre zone. The proposed redevelopment of the motel will provide short-term accommodation to visitors and workers within Parkes and the wider township. The proposal includes a manager's unit to provide better support and management of the existing and proposed motel. The proposal has been designed with regard to the existing streetscape and urban design and will not inhibit pedestrian access or flows. The development will not create any adverse land impacts on adjoining uses and is suitably located so as not to impact on sensitive receivers.

The following provisions of the Parkes Local Environmental Plan 2012 have been especially considered in the assessment of the proposal:

- **Clause 5.10 Heritage Conservation** – Clause 5.10 ensures that the heritage, archaeological and Aboriginal significant of Parkes is maintained and not adversely impacted by proposed developments. Although the subject site is not identified as being a heritage item or within a heritage conservation area, the site is surrounded by listed heritage items of both local and state significance. Clause 5.10(5) includes provisions for land within the vicinity of a heritage item to require consideration of the impact of a development on the heritage of the area. Recommendations have been obtained from a heritage advisor who provided comments on the proposal to ensure the development does not adversely impact the heritage of the area.

Amended designs have since been submitted which take into consideration the recommendations from the heritage advisor. The applicant has amended the design of the roof from a flat roof design to a hipped roof design with a skillion verandah. The proposed hip roof and skillion verandah will be reminiscent of the former building located on site and the roof design of buildings within the wider area such as the 219-223 Clarinda Street, 2-8 Court Street



and 17 Church Street. The supplied plans demonstrate an external configuration and colour scheme consistent that is sympathetic to the character of the locality, using natural brick colours and a neutral colour scheme. These amendments assist in ensuring that the proposed development is in keeping with the heritage within the area without creating a faux replica. The current design is considered to be complementary to the area and does not adversely impact on the conservation of the surrounding items of heritage significance.

- **Clause 6.1 Earthworks** - Clause 6.1 ensures that earthworks for which development consent is required will not have a detrimental impact on environmental functions and processes, neighbouring uses, cultural or heritage items or features of the surrounding land. The proposal includes earthworks to level the site in preparation for the proposed development. The proposal includes earthworks to raise the floor level to the west of the proposed development and cut to the east of the site to facilitate a level building pad. The proposal includes retaining walls to manage the proposed cut. Additional minor earthworks will be required to regrade the existing car park and construct the new egress to Court Street. The proposal includes the installation of new internal stormwater pits to assist in managing stormwater runoff. It is assessed that the development will not adversely affect soil condition, change drainage patterns, undermine adjoining buildings or impact on any item of cultural or heritage significance.
- **Clause 6.7 Essential Services** - Clause 6.7 requires that development consent must not be granted unless the consent authority is satisfied that any of the services that are essential for the development are available or that adequate arrangements have been made to make them available when required. The subject land has existing access via Currajong Street which is a sealed road with kerb/gutter infrastructure. An additional access point is proposed via Court Street to facilitate one-way internal circulation where vehicles can enter and exit the site in a forward direction. The land is connected to electricity and telecommunications infrastructure. The site is also connected to Council's reticulated water and sewerage systems. Stormwater from the proposed development will be drained to a internal drainage pits which will be discharged to the Court Street gutter. No adverse impacts are assessed.

### State Environmental Planning Policies

The following State Environmental Planning Instruments (SEPPs) apply to the Parkes Local Government Area:

- SEPP (Biodiversity and Conservation) 2021
- SEPP (Exempt and Complying Development Codes) 2008
- SEPP (Housing) 2021
- SEPP (Industry and Employment) 2021
- SEPP (Planning Systems) 2021
- SEPP (Precincts - Regional) 2021
- SEPP (Primary Production) 2021
- SEPP (Resilience and Hazards) 2021
- SEPP (Resources and Energy) 2021
- SEPP (Sustainable Buildings) 2022
- SEPP (Transport and Infrastructure) 2021

The following SEPPs are specifically relevant to the assessment of the proposed development:

- **SEPP (Biodiversity and Conservation) 2021** – Clause 2.6 of the Biodiversity and Conservation SEPP requires any person clearing vegetation in a non-rural area to obtain permit granted by the Council under Part 2.2 of the SEPP. The Parkes Shire Development Control Plan 2021 does not prescribe any vegetation to which Part 2.2 applies and therefore a permit under Part 2.2 is not required.
- **SEPP (Industry and Employment) 2021** - The objectives of the policy aim to ensure that the proposed signage is compatible with the desired amenity and visual character of the locality, provides effective communication and is of high quality having regards to both design and finishes. Chapter 3 of this SEPP addresses advertising and signage. The proposal includes the erection of a new pylon sign to identify the premises and advise customers of vacancies as well as wayfinding signage within the car park. The proposed signage is considered to satisfy the overall intent and relevant assessment criteria of SEPP (Industry and Employment) 2021.

Matters for Consideration	Comment	Compliance
Character of the area		





Is the proposal compatible with the existing or desired future character of the area or locality in which it is proposed to be located?	The proposed signage will be building identification signage constructed on a new pylon. The proposed advertising signage is of a similar bulk and scale to signage commonly constructed in association with motel and hotel developments.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the proposal consistent with a particular theme for outdoor advertising in the area or locality?	Yes. The proposed signage will be of a similar bulk and scale to the signage expected for motel development and will not be out of character for the existing locality. There is no established theme for outdoor advertising within the immediate vicinity.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Special Areas</b>		
Does the proposal detract from the amenity or visual quality of any environmentally sensitive areas, heritage areas, natural or other conservation areas, open space areas, waterways, rural landscapes or residential areas?	The proposed signage will not detract from the visual quality of environmentally sensitive areas, heritage areas, natural or other conservation areas, open space areas, waterways, rural landscapes or residential areas. The proposed signage will be associated with the existing motel development. The proposed signage will not detract from the amenity of visual quality of the Local Centre. The proposed signage will be of a consistent colour scheme to the proposed motel development and will not detract from the surrounding heritage developments.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Views and Vistas</b>		
Does the proposal obscure or compromise important views?	Given the size and position of the signage the proposal does not obscure or compromise important views.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the proposal dominate the skyline and reduce the quality of vistas?	The proposed signage will be installed at ground level and will not protrude above the peak height of the proposed motel development. The proposed signage will not dominate the skyline and will not adversely impact the quality of vistas.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the proposal respect the viewing rights of other advertisers?	No viewing rights of other advertisers will be affected by the proposed signage.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Streetscape, Setting or Landscape</b>		
Is the scale, proportion and form of the proposal appropriate for the streetscape, setting or landscape?	The scale of the proposed signage is appropriate for the setting. The signage will be ancillary to the proposed motel development and is appropriate for the setting and landscape of the site.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the proposal contribute to the visual interest of the streetscape, setting or landscape?	Proposed signage will result in a neutral impact on the streetscape. The signage will be contemporary, constructed from new materials and will be consistent with the design of the motel development.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the proposal reduce clutter by rationalising and simplifying existing advertising?	Proposed signage on the site includes wayfinding and regulatory signage. The proposed signage will identify the motel business. The signage will be limited to a single pylon sign and will not lead to any unreasonable clutter.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the proposal screen unsightliness?	The signage will add to the visual appeal of the site. There is no unsightliness to screen.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the proposal protrude above buildings, structures or tree canopies in the area or locality?	No. The proposed signage will be located below the roofline of the proposed development. The site is surrounded by a variety of single and double-storey developments. The proposed signage will not protrude above the buildings or structures of the area. There are no established tree canopies in the area.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the proposal require ongoing vegetation management?	No vegetation management is required as part of the proposed development.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Site and Building</b>		



Is the proposal compatible with the scale, proportion and other characteristics of the site or building, or both, on which the proposed signage is to be located?	The proposed signage is of suitable scale for the site and the surrounding land uses. It is not considered to be out of proportion with the surrounding locality. The design of the signage will have limited impacts on adjoining buildings or allotments.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the proposal respect important features of the site or building, or both?	The proposed signage complements the site features. The signage will not be visually prominent; however, will achieve its purpose and will not have ongoing impacts on adjoining buildings.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the proposal show innovation and imagination in its relationship to the site or building, or both?	The proposed signage will utilise modern materials to create an aesthetic design, consistent with contemporary signage. The pylon sign will be of a similar colour palette as the proposed motel building.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Associated Devices and Logos with Advertisement and Advertisement Structures</b>		
Have any safety devices, platforms, lighting devices or logos been designed as an integral part of the signage or structure on which it is to be displayed?	There are no specific safety devices required to be provided in association with the signage. The signage will be required to be installed in accordance with the engineering requirements for the pylon.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Illumination</b>		
Would illumination result in unacceptable glare, affect safety for pedestrians, vehicles or aircraft, detract from the amenity of any residence or other form of accommodation?	Proposed signage will be appropriately illuminated in accordance with Australian Standard AS4282- Control of the obtrusive effects of outdoor lighting to ensure there are no adverse impacts on road users.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Can the intensity of the illumination be adjusted, if necessary?	Proposed signage will be fitted with a manual override to allow further reduction in the illumination of the signage.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the illumination subject to a curfew?	The proposed signage will typically be turned off or dimmed significantly to enable occupants a high level of amenity for sleeping.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Safety</b>		
Would the proposal reduce the safety for any public road, pedestrians or bicyclists?	The proposed signage will not reduce the safety of surrounding public roads. The proposed signage will be located wholly within the confines of the subject site and will not cause adverse impacts to the intersection sight distance. The proposed signage will not inhibit pedestrian or cyclist flows.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Would the proposal reduce the safety for pedestrians, particularly children, by obscuring sightlines from public areas?	The proposed signage will not reduce the safety for pedestrians by obscuring sight lines. The proposed signage will be elevated above ground level, above sight lines for pedestrians or motorists and will be located wholly within the subject site. The proposed signage will be immediately adjacent to the proposed development to ensure there are no adverse impacts intersection sight distance that would adversely impact on road users.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

- **SEPP (Resilience and Hazards) 2021** - Clause 4.6 of SEPP Resilience and Hazards requires that a consent authority must consider the contamination potential of the land, and if the land is contaminated, it is satisfied that the land is suitable for the development in its contaminated state, or that appropriate arrangements have been made to remediate the site prior to the development being carried out. The subject land was demolished in mid-2023 following a fire and an emergency demolition order being issued. A clearance certificate was provided at the conclusion of the demolition work. Council's records do not indicate any other contaminating land uses on the



subject site, and the site is not listed on Council's contaminated lands register. Site inspection did not reveal any contamination on site. No further assessment is necessary.

- **SEPP (Transport and Infrastructure) 2021** - Clause 2.48 of SEPP Transport and Infrastructure requires a Consent Authority to consider any development application (or an application for modification of consent) for any development carried out:
  - within or immediately adjacent to an easement for electricity purposes (whether or not the electricity infrastructure exists),
  - immediately adjacent to an electricity substation,
  - within 5m of an overhead power line,
  - includes installation of a swimming pool any part of which is: within 30m of a structure supporting an overhead electricity transmission line and/or within 5m of an overhead electricity power line, or
  - placement of power lines underground.

The proposal is within 5 metres of the overhead powerlines which run along Currajong Street. Accordingly, a referral was sent to Essential Energy for advice. Essential Energy have advised that the proposed development requires a minimum separation distance of 4.5 metres from the nearest powerline. The proposed development meets this requirement. No further assessment is required.

#### **S4.15(1)(a)(ii) The provisions of any proposed environmental planning instrument**

There are no draft LEPs or draft SEPPs that apply to the subject land.

#### **S4.15(1)(a)(iii) The provisions of any development control plan**

The Parkes Shire Development Control Plan 2021 applies. The proposed development has been assessed against the relevant controls of Part E – Commercial Development as follows:

Clause	Comment
<i>E.1.2 - Earthworks</i>	Complies. The proposal includes earthworks to level the building pad for the proposed motel. Retaining walls are proposed along the boundary of the proposed motel to support the earthworks, with stormwater drained to the Court Street gutter. All footings and stormwater drainage will be located inside property boundaries. The proposed earthworks will not exceed 1 metre in height/depth.
<i>E.1.3 - Streetscape</i>	Complies. The proposed development includes variations to the front façade through windows, doors, variations to the roof heights, landscaping and outdoor sitting areas for customers. One existing tree will be removed to facilitate the proposed access via Court Street. This street tree does not significantly contribute to the streetscape of the area and no adjoining properties along Court Street feature street trees.
<i>E.1.4 - Setbacks</i>	Complies. The proposed development will be constructed to the footpath with only a minor setback. The proposed motel development will be freestanding and will be in line with the developments on the adjoining properties. The internal design of the motel's car parking provides a screened area for the storage of waste and has a design which is sufficient to support internal loading and unloading operations. The proposal also includes one illuminated sign.
<i>E.1.5 - Building Design</i>	Complies. The proposal is for a freestanding, single-storey development. The proposal incorporates windows, doors and landscaping to minimise long, blank walls. Updated plans have been provided which includes architectural features such as a pitched roof design and skillion patio roof to better suit the existing architecture in the area. The proposal consists of neutral colours, with masonry brick walls of a sandstone or brown colour, grey roof, fascia and retaining walls, and cream water tank and light grey posts and screens. Internal wayfinding signage is proposed. The design of the motel addresses both the Court Street and Currajong Street frontages.
<i>E.1.6 - Advertising Signage</i>	The proposal includes the installation of a pylon sign to identify the premises and advise customers of vacancy. The proposed signage will be located wholly within the property boundary and will be illuminated. The signage will not protrude above the apex roof height and will be constructed from new materials.



<i>E.1.7 - Landscape Design</i>	The proposal includes the erection of boundary fencing with a colour finish of monument, a dark grey colour, which will assist in ensuring the safety of pedestrians due to the proposed cut of the land. Retaining walls and a landscaping strip are proposed along the northern, eastern and southern boundaries of the proposed motel. A drip irrigation will be installed in the landscaping strip to support the growth of the vegetation.
<i>E.1.8 - Driveways &amp; Parking</i>	The proposal includes an alteration to the ingress/egress arrangements the formalisation of the car park. The proposal includes a new driveway via Court Street which will be for existing vehicles only. The access to the site via Currajong Street will remain and be used for entry only. The existing and proposed car park will be required to be sealed and constructed in accordance with Council's current standards. The proposal includes 14 off-street parking spaces for the 19 units, plus an additional car parking space for the manager and a short-term check in space. The site was historically used as a restaurant and reception area prior to its demolition in mid-2023 as approved under multiple development applications including DA13074. Car parking is to be provided at a rate of 1 space per 6.5m <sup>2</sup> of customer service area for restaurants. The site had an approximate customer service area for the previous restaurant of 87m <sup>2</sup> equating to a requirement for 14 car parking spaces. No onsite car parking was allocated for the historic restaurant and hence was credited to the street. Including the 14 historic parking credits for the lawfully established use as a restaurant, the proposal includes 28 car parking spaces for the 19 units plus an additional space for short-term check-ins and one for the on-site manager, meeting the car parking requirements for the proposed and existing motel development. Two of these parking spaces are accessible in line with the two proposed accessible units.
<i>E.1.9 - Stormwater Management</i>	The proposal includes the installation of internal stormwater pits which will direct stormwater to the Court Street gutters. These proposed stormwater pits will also capture stormwater runoff from the existing and proposed sealed car parking area.
<i>E.1.10 - Utilities</i>	The site is connected to all essential utilities including electricity, telecommunications, reticulated water and reticulated sewerage infrastructure which has the capacity to support the proposed development. The proposal includes a dedicated waste storage area behind the building line which will be adequately screened.

**S4.15(1)(a)(iia) any planning agreement that has been entered into under section 7.4, or any draft planning agreement that a developer has offered to enter into under section 7.4**

There are no planning agreements relating to the site. The applicant has not requested Council to enter into any form of planning agreement.

**S4.15(a)(iv) the regulations (to the extent that they prescribe matters for the purposes of this paragraph**

Division 1 of Part 4 of the Environmental Planning and Assessment Regulation 2021 specifies additional matters that must be taken into consideration by a consent authority in determining a development application. Consideration of these matters is included below:

Clause	Comment	Compliance	
<i>Clause 61(1) - Building Demolition</i>	Not relevant to the proposal.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Clause 61(2) - Subdivision Order</i>	Not relevant to the proposal.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Clause 61(3) - Dark Sky Planning Guideline</i>	Not relevant to the proposal.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Clause 61(4) - Low rise housing diversity design guide.</i>	Not relevant to the proposal.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Clauses 62 - Change of Use Fire Safety and Structural Capacity Considerations</i>	Not relevant to the proposal.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No



<i>Clause 63 - Temporary Structures</i>	Not relevant to the proposal.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Clause 64 - Fire Safety Upgrades</i>	Not relevant to the proposal.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Clause 65 - Conservation Plan Opera House</i>	Not relevant to the proposal.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Clause 66 - Contributions Plan (Sydney)</i>	Not relevant to the proposal.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Clause 66A – Council-related Development Applications</i>	Not relevant to the proposal.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Clause 67 - Modification or surrender of existing use</i>	Not relevant to the proposal.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Clause 68 - Modification or surrender of development consent</i>	Not relevant to the proposal.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

#### **S4.15(1)(b) the likely impact on the natural and built environment(s) and the likely social and/or economic impact on the locality**

- Context and Setting** – The subject site is a commercial allotment located near the main street of the Parkes township. The site contains existing fencing around the previous motel development which was demolished and car parking associated with the motel located at 12-14 Court Street. The site is surrounded by other commercial premises including the police station, courthouse, former post office, commercial hotel and Presbyterian church. The proposal is to redevelop the motel which was demolished in a fire in mid-2023. The site is heavily modified and is mostly clear of vegetation. The proposal is consistent with the commercial developments in the area and is not expected to create significant impacts on the context and setting of the area.
- Land Use Conflict** – The proposal is for the redevelopment of the Court Street Motel with the proposal of an additional five units, a managers unit, guest laundry and reception area. The proposal will be located adjacent to the existing Court Street Motel within a commercial area of the Parkes township. The subject site is surrounded by commercial and public buildings. The proposal will result in an increase in traffic which will be managed by the capacity of the local road and rationalised by the formalisation of car parking and a one-way internal vehicle movement on-site. The development will not create any issues to adjoining properties regarding overshadowing, overlooking, noise, vibration or stormwater management given its appropriate siting in the commercial centre of the Parkes township. The development on the site will not detrimentally affect adjoining land and is unlikely to lead to land use conflict.
- Access and Traffic** – The proposed development includes the alteration and formalisation of on site car parking and proposes a new egress point via Court Street. The proposal includes a one-way access to the site via the existing access point from Currajong Street and a new egress point via Court Street. This new egress point is suitably offset from Jansen Lane and Currajong Street and will have a suitable site distance for both motor vehicles and pedestrians while allowing vehicles to enter and exit the site in a forward direction. Existing and proposed car park will be required to be sealed. The proposal includes five new motel units for customers and a manager's unit. This will increase the traffic on both Court Street and Currajong Street. The proposed increased traffic movements are able to be supported by the existing road network and will not be above or beyond the capacity of the road network. The existing and proposed car park will be required to be sealed and constructed in accordance with Council's current standards.

The Parkes Development Control Plan 2021 recognises historical parking credits for lawfully established uses. The site was historically used as a restaurant and reception area prior to its demolition in mid-2023 as approved under multiple development applications including DA13074. Car parking is to be provided at a rate of 1 space per 6.5m<sup>2</sup> of customer service area for restaurants. The site had an approximate customer service area for the previous restaurant of 87m<sup>2</sup> equating to a requirement for 14 car parking spaces. No onsite car parking was allocated for the historic restaurant and hence was credited to the street.





The proposal includes 14 off-street parking spaces for the 19 units, plus an additional car parking space for the manager and a short-term check in space. Including the 14 historic parking credits for the lawfully established use as a restaurant, the proposal includes 28 car parking spaces for the 19 units, plus an additional space for short-term check-ins and one for the on-site manager, meeting the car parking requirements for the proposed and existing motel development. Two of these parking spaces are accessible in line with the two proposed accessible units. Swept path analysis has also been provided which demonstrates that adequate vehicular manoeuvring can be achieved on site.

- **Public Domain** – The proposed development will not compromise the availability and enjoyment of public recreational opportunities in the locality. It is assessed that minimal impact will result on the existing public domain.
- **Utilities** – The site is connected to reticulated water and reticulated sewerage. The proposed development does not require any additional connections to reticulated services that are above or beyond the systems capabilities. The site is connected to mains electricity and telecommunications infrastructure. No adverse impacts are assessed.
- **Heritage** – The subject site is not listed in the Parkes Local Environmental Plan 2012 as containing any items of Local or State significance. Site inspection revealed the Court Street kerb is likely to be original, dating back to the 1880s. The proposed development includes the construction of a new egress point via Court Street. This new egress point will result in the disturbance of a section of this kerb. Conditions of consent have been imposed to minimise the impact of the proposed egress point on the kerb and requires the beneficiary of the consent to provide this kerb to Council.

Site inspection and review of heritage listed sites within Parkes also revealed that the proposed motel is located within an area surrounded by heritage listed developments of both local and state significance. The design of the development has been amended to be more sympathetic to the character of the locality without creating a faux replica heritage building that is not from the same time period as the buildings of significance. The supplied plans demonstrate an external configuration and colour scheme consistent that is sympathetic to the character of the locality. The revised design includes a pitched roof with skillion patio roofs over courtyard areas, use of natural brick colour of either PGH Velour Cream or Austral Everyday Life Escape, and a neutral colour scheme. The proposal is considered to be in character for the area and sympathetic to the heritage significance of buildings within the immediate surroundings.

- **Other land resources** – The development will not have detrimental effects of conserving and using valuable land resources and water supply catchments.
- **Bushfire** – The site is not identified on the bushfire prone land map. No adverse impacts are assessed.
- **Surface Water and Groundwater** – The site is not identified on the groundwater vulnerable land map. Catchment analysis indicates that the only site stormwater should be generated as a result, with the road water to be constrained to Currajong Street and Court Street. It is noted that the site is located within a problem area, and the stormwater from the site must be managed to prevent any increase or worsening of the site stormwater discharge to the CBD precinct. The proposed development includes the erection of a new motel building and the alteration and formalisation of the onsite car parking arrangement. The proposal includes the installation of internal stormwater pits to manage the stormwater generated from the proposed motel development and manage surface water runoff generated from the car park. Stormwater from these internal pits will be directed to the Court Street gutter.
- **Soils** – The proposed development includes earthworks of a maximum of 1 metre cut/fill to level and prepare the site for development. The proposal includes the lowering of the south-eastern corner of the allotment which will be retained by a retaining wall and screened with a landscaping strip. Additional minor earthworks will be required to regrade the existing car park and construct the new egress to Court Street. No adverse impacts have been assessed.
- **Air & Microclimate** – Given the land is zoned for commercial purposes and there are no sensitive land uses within proximity of the development and the proposal is for a motel development, no adverse impacts are assessed.
- **Noise and Vibration** – The development is located close enough to neighbouring properties that construction noise could be a potential problem. The proposed motel will be located in a commercial area of the Parkes township. It is considered that the on-going use of the development will not cause any significant noise and vibration issues with consideration of the commercial area in which the motel will be located. It is considered appropriate to limit the times of construction activities by way of condition of consent. No adverse impacts are assessed.
- **Flora and Fauna** – The subject allotment has been predominantly cleared of vegetation for many years. The site contains a landscaping strip, proposed to be replaced, a mature tree and exotic grasses. The existing tree and grass will be sealed and form part of the proposed car park. The site is not identified on the terrestrial biodiversity land map. A site inspection did not reveal any significant vegetation on site. No adverse impacts are assessed.



- **Waste** – Construction waste can be disposed of at approved landfill site. The premises will generate ongoing waste as a result of operations. A dedicated waste storage area has been provided which is behind the building line to the primary and secondary roads and will be adequately screened. The proposal does not include a restaurant or similar which would generate trade waste. No adverse impacts are assessed.
- **Natural Hazards** – The site is not flood prone nor is it identified on the Bushfire Prone Land Map. No adverse impacts assessed.
- **Technological Hazards** – The subject land is not identified on Council's potentially contaminated lands register. The subject land will continue to be used for commercial purposes and does not include any sensitive land use activities. Clearance certificates have been provided following the demolition of the previous restaurant which confirm that the site is safe and suitable for use. No further assessment is considered necessary.
- **Safety Security and Crime Prevention** – The proposal does not pose a safety, security or crime prevention risk. The existing site has appropriate security fencing. No adverse impacts are assessed.
- **Social Impact in the Locality** – Due to the type and scale of the proposed development, the social impacts of the development are not significant. No adverse impacts are assessed.
- **Economic Impact in the Locality** – Due to the type and scale of the proposed development, the economic impacts of the development are not significant. The proposed development will lead to the creation of jobs throughout construction and ongoing operations. No adverse impacts are assessed.
- **Site Design and Internal Design** – The proposal is consistent with the Parkes Local Environmental Plan 2012 and generally with the Parkes Shire Development Control Plan 2021. The size and scale are appropriate for the subject lot. The development on the site will not detrimentally affect the adjoining land.
- **Cumulative Impacts** – The proposal is consistent with the Parkes Local Environmental Plan 2012 and with the Parkes Shire Development Control Plan 2021. The surrounding lots contain commercial developments and public buildings. The proposal will be additional to the existing motel development on 12-14 Court Street. It is assessed that the cumulative impacts of the proposed development are not such that the application should be refused.

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**S4.15(1)(c) the suitability of the site for the development,**

The site has the capacity to support the proposal without creating adverse impacts on the site and adjoining land. The proposed development will be wholly located on the subject allotment once consolidated with the existing motel development to the west of the site. The proposed development will be an extension to the existing Court Street Motel and will provide for the formalisation of the on site car parking arrangements. The proposed development has been designed to be sympathetic to the existing architecture and heritage value of the area. The proposal is consistent with the character of the commercial area and will not lead to cumulative impacts on the environment, neighbouring land-uses, cultural or heritage items.

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**S4.15(1)(d) any submissions made in accordance with this Act or the regulations,**

The proposed development was notified to adjoining landowners and publicly exhibited from 17 January 2025 to 31 January 2025 in accordance with the Parkes Shire Community Participation Plan 2022. Four (4) submissions were received as a result of the notification and exhibition period which are detailed below.

**Submissions received from neighbour notification/exhibition of DA2025/0003 (Motel Accommodation) from 17 January 2025 to 31 January 2025:**

**Burke and Baker Lawyers**  
24 Court Street, Parkes

**Burke and Baker Submission / Issue:** The proposal would cause a loss of street parking on the northern side of at least three car spaces.



**Assessment Response:** The Parkes Development Control Plan 2021 recognises historical parking credits for lawfully established uses. In this regard, the site was historically used as a restaurant and reception area prior to its demolition in mid-2023 as approved under multiple applications including DA13074. Car parking is to be provided at a rate of 1 space per 6.5m<sup>2</sup> of customer service area for restaurants. The site had an approximate customer service area for the previous restaurant of 87m<sup>2</sup> equating to a requirement for 14 car parking spaces. No onsite car parking was allocated for the historic restaurant and hence was credited to the street.

The proposal includes the formalisation of the existing car parking areas including the expansion of the premises. The proposal includes 14 car parking spaces for the 19 units, plus an additional car parking space for the manager and a short-term check in space. Including the historic parking credits for the lawfully established use, the proposal includes 28 car parking spaces for the 19 units plus an additional two spaces for short-term check-ins and for the on-site manager.

The Parkes Shire Development Control Plan 2021 does not specify a ratio for the provision of car parking for motel accommodations. The Transport for NSW Guide to Traffic Impact assessment specifies one parking space should be provided per unit with an additional parking space for every two employees. Utilising the Transport for NSW guidelines, the proposed motel development should provide 20 spaces in total. The 28 car parking spaces provided, including the historic parking credits, results in adequate parking being provided for the proposed development.

The on-street parking is able to be used for any person, customer or business. On street parking is able to be legally used for any purpose, at any time, within the boundaries of any lawful signposting. As described above, the Parkes Shire Development Control Plan 2021 recognises historic parking credits and the on-street parking which may be used in conjunction with the proposed development will not be designated for the Court Street Motel and can therefore still be used by anyone. Furthermore, there is ample on street parking available within the immediate and wider area. The use of on-street parking will not be detrimental to the amenity of the area and nor will the use of on street parking by motel patrons significantly restrict the parking availability of the area.

**Burke and Baker Submission / Issue:** The proposal would cause increased traffic substantially through its access from Currajong Street to Court Street without adequate provision for internal parking.

**Assessment Response:** The proposal includes the formalisation of the existing car parking areas including the expansion of the premises. The proposal includes 14 car parking spaces for the 19 units, plus an additional car parking space for the manager and a short-term check in space. Including the historic parking credits for the lawfully established use, the proposal includes 28 car parking spaces for the 19 units plus an additional space for short-term check-ins and one for the on-site manager.

The Parkes Shire Development Control Plan 2021 does not specify a ratio for the provision of car parking for motel accommodations. The Transport for NSW Guide to Traffic Impact assessment specifies one parking space should be provided per unit with an additional parking space for every two employees. Utilising the Transport for NSW guidelines, the proposed motel development should provide 20 spaces in total. The 28 car parking spaces provided, including the historic parking credits, results in adequate parking being provided for the proposed development.

**Burke and Baker Submission / Issue:** The proposal would cause an exit only 35 metres from the intersection of two busy streets.

**Assessment Response:** The proposed egress point on Court Street assists in facilitating additional on site car parking and simplifies internal movement. Vehicles entering the premises via Currajong Street will be able to exit the site in a forward direction enabling the motorist to better see pedestrians and vehicles on Court Street. The proposed egress point has adequate sight distance to ensure safety of pedestrians and motor vehicles. The siting of the proposed egress from the site is compliant with the Austroads Guide to Road Design, Australian Standard AS2890 Off-street parking and Council's engineering requirements.

**Burke and Baker Submission / Issue:** The proposal would cause an increase to 19 units, with increase in through traffic.



**Assessment Response:** The proposal includes five new motel units for customers and a manager's unit. This will increase the traffic on both Court Street and Currajong Street. The proposed increased traffic movements are able to be supported by the existing road network and will not be above or beyond the capacity of the road network.

**Burke and Baker Submission / Issue:** The proposal would cause a loss of green/garden space and destruction of established shade tree.

**Assessment Response:** The proposed car parking arrangement will provide more consistent and safer vehicle manoeuvring within the site itself. Providing a one-way movement for internal traffic to allow rational internal vehicle movement and vehicles to enter and exit the site in a forward direction, necessitates the removal of green/garden space and the removal of an established shade tree. There is no prescribed area required to be landscaped on the subject site, nor is there a specified ratio of sealed area to green space on E1 Local Centre zoned land. The proposal includes removal of all trees and gardens within the site of the new building and the provision of a new garden or landscaping area which will be provided with a drip irrigation.

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**Cenwest Development Corp Pty Ltd**  
7-9 Court Street, Parkes

**Cenwest Submission / Issue:** The development as proposed is not in keeping with the existing visual aesthetic and architectural style of its immediate surrounds, and will detract from the overall character and appearance of the adjoining and adjacent properties, particularly those that share the intersection of Currajong St and Court St. As this area is the only pocket we know of where there is any concentration of heritage buildings and buildings of heritage significance, preserving the character and appearance of this area is crucial to maintaining our sense of identity and community pride.

**Assessment Response:** Following initial assessment of the application and the receipt of submissions, amended plans have been provided for the proposed motel accommodation which is in-keeping with the surrounding developments without being a faux replica. The applicant has amended the design of the roof from a flat roof design to a hipped roof design with a skillion verandah. The proposed hip roof and skillion verandah will be reminiscent of the former building located on site and the roof design of buildings within the wider area such as the 219-223 Clarinda Street, 2-8 Court Street and 17 Church Street. Although many of the buildings within the immediate area include gabled roof designs, this is not an architectural requirement. The intent of the design of the development is to be sympathetic to the character of the locality without creating a faux replica heritage building that is not from the same time period as the buildings of significance. The amended roof plan is considered to be in keeping with the area and will not have an adverse impact on the streetscape.

**Cenwest Submission / Issue:** We object to the addition of a driveway to Court St. The junction of the driveway and Court St sits very close to the busy intersection of Court St and Currajong St which is frequented by emergency services, often in a hurry and there is often a wait when trying to travel from Clarinda St to get to Gap St/Want St area, particularly before and after school. The footpath is frequented by pedestrians including school students and we feel their safety would be negatively impacted.

**Assessment Response:** The proposed egress point on Court Street assists in facilitating additional on site car parking and simplifies internal movement. Vehicles entering the premises via Currajong Street will be able to exit the site in a forward direction enabling the motorist to better see pedestrians and vehicles on Court Street. The proposed egress point has adequate sight distance to ensure safety of pedestrians and motor vehicles. The siting of the proposed egress from the site is compliant with the Austroads Guide to Road Design, Australian Standard AS2890 Off-street parking and Council's engineering requirements. Additionally, the one directional loop for internal vehicle manoeuvring limits the potential for on-street queueing, further reducing potential conflicts through the additional access point.

**Cenwest Submission / Issue:** The development as proposed would cause a loss of green space that currently separates the sites 12-14 Court St, and 10 Court St. Further loss of the little green space we have in the area,



particularly when replaced with concrete and bitumen surfaces, will increase urban heat sinking, and impacts negatively on the visual attractiveness of the area.

**Assessment Response:** There is no prescribed area required to be landscaped on the subject site, nor is there a specified ratio of sealed area to green space on E1 Local Centre zoned land. The proposal includes removal of all trees and gardens within the site of the new building and the provision of a new garden or landscaping area which will be provided with a drip irrigation to promote the privacy of motel patrons and promote the visual attractiveness of the site.

**Cenwest Submission / Issue:** Given approval of this DA would appear to take the number of rooms to 19, plus a 2 bedroom residence, the plan for on site parking seems seriously inadequate.

**Assessment Response:** The Parkes Development Control Plan 2021 recognises historical parking credits for lawfully established uses. In this regard, the site was historically used as a restaurant and reception area prior to its demolition in mid-2023 as approved under multiple applications including DA13074. Car parking is to be provided at a rate of 1 space per 6.5m<sup>2</sup> of customer service area for restaurants. The site had an approximate customer service area for the previous restaurant of 87m<sup>2</sup> equating to a requirement for 14 car parking spaces. No onsite car parking was allocated for the historic restaurant and hence was credited to the street.

The proposal includes the formalisation of the existing car parking areas including the expansion of the premises. The proposal includes 14 car parking spaces for the 19 units, plus an additional car parking space for the manager and a short-term check in space. Including the historic parking credits for the lawfully established use, the proposal includes 28 car parking spaces for the 19 units plus an additional two spaces for short-term check-ins and for the on-site manager.

The Parkes Shire Development Control Plan 2021 does not specify a ratio for the provision of car parking for motel accommodations. The Transport for NSW Guide to Traffic Impact assessment specifies one parking space should be provided per unit with an additional parking space for every two employees. Utilising the Transport for NSW guidelines, the proposed motel development should provide 20 spaces in total. The 28 car parking spaces provided, including the historic parking credits, results in adequate parking being provided for the proposed development.

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**P & M Sgarlata**  
39 Currajong Street, Parkes

**Sgarlata Submission / Issue:** Development for Court Street Motel, the Roof, should be more in keeping with the surrounding buildings.

**Assessment Response:** The applicant has amended the design of the roof from a flat roof design to a hipped roof design with a skillion verandah. The proposed hip roof and skillion verandah will be reminiscent of the former building located on site and the roof design of buildings within the wider area such as the 219-223 Clarinda Street, 2-8 Court Street and 17 Church Street.

**Sgarlata Submission / Issue:** The driveway should continue to be via Currajong Street, for safety reasons, NOT via Court Street as per this DA request. There are no driveways for any of the buildings in Court Street, between Currajong & Clarinda Street.

**Assessment Response:** The proposed egress point to Court Street assists in facilitating additional on site car parking and simplifies internal movement. Vehicles entering the premises via Currajong Street will be able to exit the site in a forward direction, reducing potential internal vehicle conflict. Appropriate internal wayfinding signage is proposed to assist with this internal movement. There are no development controls which restrict the ability for a single driveway to be constructed from a site. The siting of the proposed egress from the site is compliant with the Austroads Guide to Road Design, Australian Standard AS2890 Off-street parking and Council's engineering requirements.





**Sgarlata Submission / Issue:** We request that Council consider the colour of the bricks/walls/fences to complement surrounding Buildings, NOT dark bricks or walls. Any signage border to be in neutral/ lighter colours.

**Assessment Response:** The applicant has supplied amended plans which alter the external configuration of the proposal including the revision of the proposed colour schedule and advertising signage. The supplied plans demonstrate an external configuration and colour scheme consistent that is sympathetic to the character of the locality. The revised design includes a pitched roof with skillion patio roofs over courtyard areas, use of natural brick colour of either PGH Velour Cream or Austral Everyday Life Escape, and a neutral colour scheme. The building signage originally proposed has been removed and replaced with a pylon sign which, too, will be consistent with the revised, neutral colour scheme.

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**Ray White Central West Group**  
**228 Clarinda Street, Parkes**

**Ray White Submission / Issue:** We would implore the owners to reconsider the flat roof design and instead consider spending a little more for the benefit of our town. A gabled roof design with heritage features would increase the buildings appeal and decrease the negative visual impact its current design will have on its neighbours.

**Assessment Response:** The applicant has amended the design of the roof from a flat roof design to a hipped roof design with a skillion verandah. The proposed hip roof and skillion verandah will be reminiscent of the former building located on site and the roof design of buildings within the wider area such as the 219-223 Clarinda Street, 2-8 Court Street and 17 Church Street. Although many of the buildings within the immediate area include gabled roof designs, this is not an architectural requirement. The intent of the design of the development is to be sympathetic to the character of the locality without creating a faux replica heritage building that is not from the same time period as the buildings of significance. The amended roof plan is considered to be in keeping with the area and will not have an adverse impact on the streetscape.

**Ray White Submission / Issue:** Allowing the development to proceed in its current form would reduce the appeal of the area. The knock-on effect will include a negative impact on nearby property prices, saleability, and letability.

**Assessment Response:** The application has been amended to be more sympathetic to the existing streetscape and heritage within the area. The value of land (loss) is generally not a planning consideration. The value of a property is subject to a multitude of determining factors including the age of the asset and associated improvements, development within proximity of the site, local factors such as population trends, employment opportunities, regional growth and economic prosperity. Furthermore, there is a significant number of factors with respect to macroeconomics which can impact on the value of an asset such as supply and demand. It is assessed it cannot be determined that the proposed development, when considering in the multitude of factors which determine the value of a property, will adversely impact on the value of adjoining allotments.

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Following the initial exhibition of the application and assessment from Council staff, the applicant was requested to provide additional information and amended designs in accordance with the preliminary assessment and submissions received. The applicant has responded to the submissions and has submitted amended designs for consideration.

Upon receipt of amended plans and documentation, the application was re-exhibited and re-notified to adjoining landowners from 20 May 2025 to 3 June 2025. No submissions were received as a result of the re-notification and re-exhibition of the development application.

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#### **S4.15(1)(e) the public interest**

The proposal is assessed to pose no significant impacts on the public interest.

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#### **Assessment Conclusion / Recommendation**



Consent be granted subject to condition(s) detailed in Annexure 'A' *attached*.



11 June 2025

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**Assessment Officer**

Grahame Fry  
Land Use Planning Specialist

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**Date**

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**Reviewing Officer**

Scott Brakenridge  
Executive Manager Planning and Certification

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**Date**

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**Annexure A****Conditions:****General Conditions**

*(MBW1.01) Approved Plans and Supporting Documentation*

1. Development must be carried out in accordance with the following approved plans and documents, except where the conditions of this consent expressly require otherwise.
  - a) The stamped approved plans prepared by Highlands Design, Sheets A-00 – A-13 (inclusive), Issue Q, dated 14 May 2025.
  - b) The approved stamped Statement of Environmental Effects prepared by Currajong Pty Ltd, Revision B, dated 15 May 2025.
  - c) The commitments listed on the relevant BASIX certificate.

except as varied by the conditions listed herein or as marked in red on the approved plans. A current and approved copy of the approved stamped by Parkes Shire Council is to be maintained on site for constructional and reference purposes.

In the event of any inconsistency with the approved plans and a condition of this consent, the condition prevails.

*(Prescribed 4) Compliance with Building Code of Australia and insurance requirements under Home Building Act 1989*

2.
  - 1) It is a condition of a development consent for development that involves building work that the work must be carried out in accordance with the requirements of the Building Code of Australia.
  - 2) It is a condition of a development consent for development that involves residential building work for which a contract of insurance is required under the Home Building Act 1989, Part 6 that a contract



of insurance is in force before building work authorised to be carried out by the consent commences.

- 3) It is a condition of a development consent for a temporary structure used as an entertainment venue that the temporary structure must comply with Part B1 and NSW Part H102 in Volume 1 of the Building Code of Australia.
- 4) In subsection (1), a reference to the Building Code of Australia is a reference to the Building Code of Australia as in force on the day on which the application for the construction certificate was made.
- 5) In subsection (3), a reference to the Building Code of Australia is a reference to the Building Code of Australia as in force on the day on which the application for development consent was made.
- 6) This section does not apply—
  - a) to the extent to which an exemption from a provision of the Building Code of Australia or a fire safety standard is in force under the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021, or
  - b) to the erection of a temporary building, other than a temporary structure to which subsection (3) applies.

#### *(Prescribed 6) Erection of Signs*

3. 1) This section applies to a development consent for development involving building work, subdivision work or demolition work.
- 2) It is a condition of the development consent that a sign must be erected in a prominent position on a site on which building work, subdivision work or demolition work is being carried out—
  - a) showing the name, address and telephone number of the principal certifier for the work, and
  - b) showing the name of the principal contractor, if any, for the building work and a telephone number on which the principal contractor may be contacted outside working hours, and
  - c) stating that unauthorised entry to the work site is prohibited.
- 3) The sign must be—
  - a) maintained while the building work, subdivision work or demolition work is being carried out, and
  - b) removed when the work has been completed.
- 4) This section does not apply in relation to—
  - a) building work, subdivision work or demolition work carried out inside an existing building, if the work does not affect the external walls of the building, or
  - b) Crown building work certified to comply with the Building Code of Australia under the Act, Part 6.

#### *(Prescribed 7) Fulfilment of BASIX commitments*

4. It is a condition of a development consent for the following that each commitment listed in a relevant BASIX certificate is fulfilled—
  1. BASIX development,
  2. BASIX optional development, if the development application was accompanied by a BASIX certificate.

#### *(BW1.01) Obtaining a Construction Certificate*

5. The Applicant is to obtain a Construction Certificate from either Council or an Accredited Principal Certifier, certifying that the proposed works are in accordance with the Building Code of Australia and applicable Council Standards prior to any building works commencing.



- No building, engineering or excavation work is to be carried out in relation to this development until the necessary construction certificates have been obtained.
- It is the responsibility of the Applicant to ensure that the development complies with the Building Code of Australia and applicable Council Standards in the case of building work. This may entail alterations to the proposal so that it complies with these standards.

*(BW1.02) Obtaining an Occupation Certificate*

6. Prior to the occupation or use of the development, an Occupation Certificate must be obtained from the Principal Certifier for the subject development.

**Prior to the issue of a Construction Certificate**

*(BW2.03) - Section 7.12 Contributions*

7. Pursuant to Section 7.12 of the Environmental Planning and Assessment Act 1979, the monetary contribution set out in the following table is to be paid to Parkes Shire Council prior to the issue of a Construction Certificate. The contribution is current as at the date of this consent and is levied in accordance with the Parkes Shire Section 94A Contributions Plan 2016, in force from 5 August 2016, which may be viewed during office hours at Council's Customer Service Centre, 2 Cecile Street, Parkes, or on Council's website [www.parkes.nsw.gov.au](http://www.parkes.nsw.gov.au). The contribution payable will be calculated in accordance with the contributions plan current at the time of payment, and will be adjusted at the time of payment in accordance with the Consumer Price Index (CPI) (All Groups Index for Sydney) published by the Australian Bureau of Statistic (ABS). Contribution amounts will be adjusted by Council each quarter.

<b>Contribution Type</b>	Section 7.12
<b>Proposed Cost of Development</b>	\$1,281,556.10
<b>Levy %</b>	1% above \$200,000.00
<b>Total Contribution</b>	\$10,815.56
<b>Contribution Rate remains current until</b>	Next CPI Quarterly Adjustment

*(EBW2.01) Submit Engineering Detail for Internal Manoeuvring and Parking Hardstand*

8. Prior to the commencement of any work on the site, detailed engineering drawing(s) shall be prepared for the car park and internal driveways and manoeuvring areas that address the following:
  1. Sixteen (16) car spaces shall be provided in the location identified on the approved plans.
  2. The car parking and manoeuvring areas shall be bitumen sealed, with extents shown on the approved plans.
  3. Car parking areas shall comply with AS 2890.1:2004 - Parking Facilities, Part 1: Off-Street Car Parking.
  4. Details of edging between driveways and parking areas and footpaths.

The engineering detail shall be submitted with the Construction Certificate application

*(EBW2.02) Submit Engineering Detail for Stormwater Management*

9. Prior to the commencement of any work on the site, a detailed stormwater management plan shall be prepared for the development in accordance with the following:
  1. Parkes Shire Council DCP 2021
  2. Parkes Shire Council Stormwater Drainage Guidelines 2010

The plan shall include the design considerations and calculations relating to the stormwater runoff on the site as well as all necessary stormwater infrastructure required to manage minor (5% AEP) and major



(1% AEP) storm events. The plan shall also show how a zero net increase of peak discharge will be achieved with appropriate onsite detention/retention. The engineering detail shall be submitted with the Construction Certificate application.

### Before Works Commence

#### *(BW3.02) Notice of Commencement & Principal Certifier Appointment*

10. The applicant is to submit to Parkes Shire Council, at least two (2) days prior to the commencement of any works, a 'Notice of Commencement of Building or Subdivision Works' and 'Appointment of Principal Certifier'.

#### *(EBW3.04) Obtaining a Section 305 Certificate*

11. Prior to the commencement of works, evidence of an approved Section 305 Water Management Act 2000 Application for water supply works from Parkes Shire Council is to be provided to the Certifier.

Note: The applicant is advised that the development may be subject to developer charges pursuant to Division 5 of Part 2 of Chapter 6 of the Water Management Act 2000. These fees will be confirmed with the issue of a Section 306 Certificate and will be required to be paid in full prior to the issue of an occupation certificate in accordance with Section 64 of the Local Government Act 1993.

The current Section 64 developer charges per ET set out in Council's published fees and charges for 2024/25 are:

- Water = \$14,605.50

This charge is reviewed each financial year. The current contribution rate is to be confirmed prior to payment.

#### *(EBW3.01) Section 138 Approval*

12. Prior to any work commencing within a public road reserve, the Applicant shall submit an Application under Section 138 of the Roads Act 1993 to carry out road works, including detailed engineering design drawings of intended works, sediment control plans, environmental management plans, work method statements and traffic control plans.

#### *(BW3.01) Section 68 Approval*

13. The Applicant is to obtain all relevant approvals to carry out sewerage work, to carry out stormwater drainage work and to carry out water supply work from Parkes Shire Council prior to commencing works and comply with any conditions of that permit. All work shall be carried out by a licensed plumber and drainer and to the requirements of the Plumbing Code of Australia.

### During Works

#### *(BW4.05) Clear Footways and Roadways During Construction*

14. During construction, public footways and roadways adjacent to the site must be kept clear of obstructions unless separate written approval from Parkes Shire Council is obtained to occupy the public road reserve.

#### *(BW4.09) Disposal of Waste*

15. All building rubbish, demolition material and debris shall be disposed at an approved Parkes Shire Council Waste Facility.



*(EBW4.10) Driveway Access*

16. The applicant is to construct a new concrete driveway at the nominated location on Court Street, from the back of existing layback to boundary, and the existing access via Currajong Street is to be upgraded in accordance with the following Parkes Shire Council minimum standards:
1. Driveway 3-6 metres wide
  2. Concrete slab shall be 150mm thick, 32MPa GP concrete, founded on 75mm of compacted gravel.
  3. Concrete slab shall be dowelled into the existing kerb and gutter using R12 Galvanised dowels (250 grade) spaced at 300mm centres, 400mm long and centrally placed.
  4. At grade of existing verge/footway (must be between +2% and +4% grade from top of kerb to boundary)
  5. Design levels of driveway to be submitted with Section 138 Permit for approval.

All works must be completed prior to the issue of an Occupation Certificate.

*(MBW4.03) Hours of work*

17. Site work must only be carried out between the following times –

Between 7:00 am and 6:00 pm on weekdays;  
Between 8:00 am and 1:00 pm on Saturdays;  
No work permitted on Sundays or Public Holidays.

Site work is not to be carried out outside of these times except where there is an emergency, or for urgent work directed by a police officer or a public authority.

*(BW4.06) Noise and Pollution Requirements*

18. No nuisance or interference with the amenity of the area is to be created by reason of any process or operation on the premises causing the emission of noise, dust, smoke or any polluted discharge whatsoever.

*(BW4.02) Provision of Toilets*

19. Throughout the course of building operations on the land, toilet facilities are to be provided, at or in the vicinity of the work site on which work involved in the erection or demolition of a building is being carried out. Toilet facilities are to be provided at a rate of one toilet for every 20 persons or part of 20 persons employed at the site.

*(BW4.03) Rubbish & Debris*

20. All building rubbish and debris, including that which can be wind blown, shall be contained on site in a suitable container for disposal at an approved Parkes Shire Council Waste Landfill Depot. The container shall be erected on the building site prior to work commencing and shall be maintained for the term of the construction to the completion of the project.
- No building rubbish or debris shall be placed or permitted to be placed on any adjoining public reserve, footway or road.
  - The waste container shall be regularly cleaned to ensure proper containment of the building wastes generated on the construction site.

*(Bespoke) Provide Stormwater Management Infrastructure*

21. During construction, all stormwater infrastructure, including drainage basins, kerb and gutter, lintels, kerb inlet pits, stormwater mains, interallotment drainage pits and pipes are to be installed in accordance with the stamped approved plans under the section 68 approval for stormwater drainage works.



*(Bespoke) Retaining of Heritage Kerb (Court Street)*

22. During construction, the sandstone heritage kerb along Court Street which is disturbed through the creation of a new egress point is to be retained and provided to Parkes Shire Council. Care is to be taken to ensure the kerb is retained and impacts to the remaining and removed kerb is minimised as far as possible.

**Prior to the issue of an Occupation Certificate**

*(BW5.04) Consolidation of Lots*

23. Prior to the issue of an Occupation Certificate the applicant is to provide evidence that Lot 8 Section 1 DP 758827, Lot 9 DP 651068, Lot 7 DP 1084707 and Lot E DP 26318 has been consolidated into a single allotment.

*(EBW5.01) Final inspection Record for Driveway Works*

24. Prior to the Issue of any Occupation Certificate a Certificate of Completion is to be provided to the Principal Certifier confirming that all works and fees / contributions required for the provision of a layback, crossover and driveway have been completed in full to the satisfaction of Council's Director Operations.

*(BBW5.01) Fire Safety Certificate*

25. On completion of the building, the owner of the building is required to submit to the Principal Certifier a Fire Safety Certificate(s) with respect to each essential fire safety measure installed in association with the building — as listed on the Fire Safety Schedule attached to the Construction Certificate. Such certificate(s) must be submitted to the Principal Certifier prior to occupation or use of the subject building.

Copies of the subject Fire Safety Certificate(s) must also be forwarded by the owner to Council (if not the appointed Principal Certifier) and the Commissioner of Fire and Rescue NSW and displayed within the subject building in a prominent position.

*(EBW5.04) Issue Reticulated Water Compliance Certificate*

26. Prior to the issue of an occupation certificate a Certificate of Compliance in accordance with Section 307 of the Water Management Act 2000 is to be obtained from Parkes Shire Council, certifying that all works, fees and charges, required in connection with the provision of the reticulated water supply to the development have been undertaken and complied with in full.

*(MBW5.06) Repair of infrastructure*

27. Before the issue of an Occupation Certificate:
- 1) any public infrastructure damaged as a result of the carrying out of work approved under this consent (including damage caused by, but not limited to, delivery vehicles, waste collection, contractors, sub-contractors, concreting vehicles) must be fully repaired to the written satisfaction of Council, and at no cost to Council; or
  - 2) if the works in (1) are not carried out to Council's satisfaction, Council may carry out the works required and the costs of any such works must be paid as directed by Council.

*(Bespoke) Stormwater Management – Work-As-Executed (WAE) Plans*

28. Prior to the issue of an Occupation Certificate, the applicant must submit Work-As-Executed (WAE) plans and certification to the Principal Certifier and Council, confirming that the stormwater



management system has been constructed in accordance with the approved Stormwater Management Plan.

The WAE plans must:

1. Be prepared by a Registered Surveyor and certified by a suitably qualified Civil Engineer (CPEng/NPER or equivalent).
2. Include surveyed levels and as-constructed details of all stormwater infrastructure, including but not limited to:
  - a. Drainage basins
  - b. Kerb and guttering
  - c. Lintels and kerb inlet pits
  - d. Stormwater mains
  - e. Inter-allotment drainage pits and pipes
3. Show design vs constructed levels for surface grades and all areas functioning as stormwater detention, including car parks and manoeuvring areas.
4. Provide verification of detention volume(s) to demonstrate compliance with the approved stormwater design.
5. Be certified as compliant with:
  - a. The approved Stormwater Management Plan
  - b. AS 3500.3 (Stormwater Drainage) and other applicable Australian Standards and/or Guidelines
  - c. Any relevant Council policies, Parkes Shire Development Control Plans 2021 and the Parkes Local Environmental Plan.

The Occupation Certificate must not be issued until Council has reviewed and approved the submitted WAE documentation.

*(Bespoke) Compliance Certificate – Stormwater Management System*

29. Prior to the issue of an Occupation Certificate, a Compliance Certificate must be obtained from the Principal Certifier or Parkes Shire Council, certifying that all stormwater management works have been completed in accordance with the approved plans, relevant Australian Standards, and Council's requirements.

The Compliance Certificate must confirm that:

1. All stormwater infrastructure has been constructed in accordance with the approved Stormwater Management Plan, including but not limited to:
  - a. Drainage basins
  - b. Kerb and guttering
  - c. Lintels and kerb inlet pits
  - d. Stormwater mains
  - e. Inter-allotment drainage pits and pipes
2. All required fees and charges related to stormwater infrastructure have been paid in full.
3. Work-As-Executed (WAE) plans have been submitted and approved, verifying compliance with the approved stormwater design.
4. The stormwater management system complies with



- a. The approved Stormwater Management Plan
- b. AS 3500.3 (Stormwater Drainage) and other applicable Australian Standards and/or Guidelines
- c. Any relevant Council policies, Parkes Shire Development Control Plans 2021 and the Parkes Local Environmental Plan.

The Occupation Certificate must not be issued until written evidence of compliance has been provided to the Principal Certifier or Parkes Shire Council, confirming all stormwater works have been satisfactorily completed.

## Ongoing Use

### *(BW6.14) Delivery Vehicles*

30. All loading and unloading of delivery vehicles, is to take place off-street and must not inhibit the free flow of vehicles accessing the site or other premises in the area. Loading facilities, internal docks or goods handling areas are to be maintained free of obstruction for the sole use of delivery vehicles.

### *(BW6.15) Environmental Protection*

31. There must be no interference with the amenity of the area by reason of the emission of any offensive noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash or dust, or otherwise as a result of the development as defined in the Protection of the Environment Operations Act 1997.

### *(BBW6.01) Fire Safety Statement*

32. The owner of the building is required to submit to Council at least once in each period of 12 months following the completion of the building an Annual Fire Safety Statement(s) with respect to each essential fire safety measure associated with the building.

Copies of the subject Annual Fire Safety Statements must also be forwarded by the owner to the Commissioner of the Fire and Rescue NSW and displayed within the subject building in a prominent position. In this regard Fire and Rescue NSW has requested that only electronic copies of the statement be forwarded, with their dedicated email address for such Statements being: [afss@fire.nsw.gov.au](mailto:afss@fire.nsw.gov.au)

### *(MBW6.13) Signage during ongoing use*

33. During ongoing use of the premises:
- 1) signage of the building street number and building name (where applicable) must be clearly displayed
  - 2) advertising signs must not be placed or displayed on any public space (including the public footpath or street)
  - 3) any approved lighting of signs must comply with Australian Standard AS 4282:2019 - Control of the Obtrusive Effects of Outdoor Lighting
  - 4) no upward facing light sources can be displayed on signs on the premises.
  - 5) signs must only be illuminated when the premises are in operation and only during the operating hours approved under this consent

### *(BW6.16) Use of footpath*

34. Nothing associated with the development or business is to be located on the footpath or adjoining public area, including the parking of vehicles, storage of goods, materials, waste or the like, without prior consent of Council.



*(BW6.12) Vehicle Movement and Parking*

35. All vehicles must enter and exit the site in a forward direction. There shall be no reversing of vehicles onto the public roadway system. All vehicles must be parked legally, and no vehicles are permitted to be parked over the public footpath.

*(BW6.17) Waste Management*

36. Adequate facilities shall be provided in a screened location within the premises for the separate storage of recyclable, non-recyclable and special waste material. Arrangements shall be made for the regular removal and disposal of those waste materials. The garbage and bin storage area shall be positioned in a location that is impervious to moisture, and capable of being easily cleaned.



**GENERAL NOTES:**

This drawing must be read in conjunction with all other consultant's drawings and the specification (if attached).

1. This Building shall be constructed to comply with the NATIONAL CONSTRUCTION CODE (NCC).
2. All dimensions shown in millimeters UNO.
3. DO NOT SCALE from drawing - use figured dimensions. If in doubt ask.
4. The Builder is to confirm all dimensions and levels on site prior to construction.
5. All structural elements to be designed by a practicing structural engineer.
6. All wet areas to be waterproofed in accordance with AUSTRALIAN STANDARD AS3740.
7. All plumbing and drainage work is to comply with the requirements of AUSTRALIAN STANDARD AS3500 - NATIONAL PLUMBING AND DRAINAGE CODE and THE NEW SOUTH WALES CODE OF PRACTICE FOR PLUMBING AND DRAINAGE.
8. Where any Exhaust Fan disposes air into the Roof Space, it shall be fitted with a Self Closing Damper. Provide Eave Vents adjacent to Exhaust Fan locations to provide necessary Roof Ventilation.
9. Externally located Hot & Cold water service pipes shall be suitably insulated to resist the effects of extremes of ambient temperature in accordance with AUSTRALIAN STANDARD AS3500.4.
10. Heating & Cooling Ductwork and Fittings must be insulated & sealed against air loss.
11. All Masonry Brickwork to Comply with AUSTRALIAN STANDARD AS3700. Articulation Joints to be provided as defined by the Structural Engineer.
12. Install Exit Signs to comply with AS/NZS 2293.1 & NCC Clauses E4D2, E4D4, E4D5 & E4D8.
13. Install Emergency Lighting System to comply with AS/NZS 2293.1 & NCC Clauses E4D2, E4D4, E4D5 & E4D8.
14. Install Fire Hose Reel in position shown in accordance with AS 2441.
15. Install Portable Fire Extinguishers in accordance with Sections 1, 2, 3 & 4 of AS 2444 and Table E1D14 of National Construction Code (NCC).
16. Provide Artificial Lighting throughout the building to comply with Clause F6D5 of the NCC and to AS/NZS 1680.
17. Conditioned areas to comply with Part J of the NCC - see separate report.
18. Mechanical Ventilation of the building to comply with Clause F6D6 (NSW) of the NCC.
19. All Floor Linings & Coverings to comply with specification C2D11 of NCC.
20. Access for people with Disabilities must be provided to and within all areas normally used by occupants.
21. A door to a required exit or in the path of travel to a required exit, must be readily openable without a key from the side that faces a person seeking egress, by a single hand downward action or pushing action on a single device, which is located between 900mm & 1100mm from the floor.
22. Where Roof or Wall Sarking is installed, it must comply with NCC Clause C2D11

**Section J BCA REQUIREMENTS:**

(to be read in conjunction with Section J report)

**Insulation**

- Roof (light colour with SA<0.45): reflective sarking / anticon blanket
- Ceiling: R3.5
- External walls: R2.7 bulk insulation
- Internal walls adjoining corridor / laundry / adjoining unit: R2.7 bulk insulation
- Floor: Nil
- Thermal breaks required for steel framed construction: R0.2

**External Windows & Glass Doors**

- Accommodation units: refer to report for U & SHGC
- Office: refer to report for U & SHGC
- Openable windows / glass doors to be fitted with weather seals

**Draught Sealing**

- External doors to be fitted with foam seal around perimeter, draught stopper along bottom edge and self-closer.
- Bathroom exhaust fans to be fitted with a self-closing damper.

**Air Conditioning**

- To comply with Part J6 as applicable
- Package AC units to comply with MEPS
- Ductwork (if installed) to be insulated to R1.0
- Single conditioned zone OR when serving more than 1 zone, thermostatically control the temperature of each zone in accordance with J6D3.
- All AC units with a heating or cooling capacity of more than 2kW<sub>r</sub> require a time switch controller (refer to Specification 40 of BCA for details).
- To be deactivated in each motel unit when an external door is open for more than 1 minute.

**Internal Lighting & Power Control**

- Laundry area - maximum illumination power density of 1.5 W/m<sup>2</sup>
- Office area - maximum illumination power density of 4.5 W/m<sup>2</sup>.
- Accommodation rooms - maximum illumination power density of 5 W/m<sup>2</sup>.
- Corridors - maximum illumination power density of 5 W/m<sup>2</sup>.
- Office toilet area - maximum illumination power density of 3 W/m<sup>2</sup>
- 95% of lighting to be controlled by a time switch or occupant sensing device.
- Maximum of 250 sq.m of lighting controlled per light switch.
- An occupant activated device such as a room security device, motion sensor, card reader, card switch or the like is to be installed to cut power to lighting, air-conditioner, exhaust fan and bathroom heater (if present) when a motel room is unoccupied.

**External Lighting**

- All new external lighting to be controlled by either a daylight sensor or time switch and where total perimeter lighting exceeds 100W have a minimum of 90% of light fittings to be LED or be controlled by a motion sensor complying with Specification 40.
- Faade lighting or illuminated signs to be controlled by a time switch or daylight sensor complying with Specification 40.

**Hot Water Supply**

- Heated sanitary water systems to be designed and installed as per part B2 NCC vol. 3

**Metering of Gas / Electricity**

- Electricity and gas meters (as per supply authority requirements) are to be installed.
- Submetering is not required.
- Main switchboard with provision for future solar PV & battery system.
- 20% of roof space left clear for future solar PV system.

**Proposed Motel Rooms at  
10-14 Court Street, PARKES, NSW, 2870  
for Rowney Industries**

**BASIX COMPLIANCE REQUIREMENTS**

Project Details	
Project Name	24274_10-14 Court St
Street Address	10 Court Street
Town or Suburb	Parkes
Postcode	2870
Local Government Area	Parkes Shire Council
Project Type	
Project Type	Dwelling House (attached)
Number of Bedrooms	2
Site Details	
Site Area (m <sup>2</sup> )	713
Roof Area (m <sup>2</sup> )	470
Number of Storeys	1
Conditioned Floor Area (m <sup>2</sup> )	93
Unconditioned Floor Area (m <sup>2</sup> )	0
Garage Area (m <sup>2</sup> )	0
Total area of garden & lawn (m <sup>2</sup> )	50
Swimming Pool being Installed	No
Spa being Installed	No
Water Commitments	
Low Water Use Landscape Area (m <sup>2</sup> )	Nil
Shower Head Rating	3 Star (>7.5, but <= 9 L/min.)
Toilet Flushing System Rating	4 Star
Kitchen Taps Rating	4 Star
Bathroom Taps Rating	4 Star
On Demand Hot Water Reticulation System	NO
Rainwater Tank Capacity	3,000L
Roof Area to be collected in tank (m <sup>2</sup> )	150m <sup>2</sup>
Rainwater Tank to be connected to	1 External Tap
Greywater Treatment System Installed	No
Thermal Commitments	
Additional Insulation Required to be installed	Minimum Requirement
Floor - Concrete Slab on Ground	Nil
External Walls - (Brick Veneer)	R2.7 plus Vapour Permeable Barrier
Ceiling & Roof - Flat Ceiling / Pitched Roof Light Solar Absorptance (<0.475)	R4.0 Ceiling , Foil/Sarking Roof
Wall shared with Laundry & Corridor (Plasterboard)	R2.7

Energy Commitments	
Hot Water System	Gas Instantaneous - 6 star
Cooling Systems	
Living Area	Single Phase Air Con (EER 3.0 - 3.5)
Bedroom Area	Single Phase Air Con (EER 3.0 - 3.5)
Install Day/Night Zoning	Yes
Heating Systems	
Living Area	Single Phase Air Con (EER 3.0 - 3.5)
Bedroom Area	Single Phase Air Con (EER 3.0 - 3.5)
Install Day/Night Zoning	Yes
Ventilation Systems	
Bathroom	Individual Sealed Fan Ducted to Facade - Manual on/off Switch
Kitchen	Rangehood Ducted to Facade Manual on/off Switch
Laundry	Individual Sealed Fan Ducted to Facade - Switched with Light Switch
Artificial Lighting	
Bedrooms (2)	LED or Fluorescent (Dedicated)
Living / Dining	LED or Fluorescent (Dedicated)
Laundry	LED or Fluorescent (Dedicated)
Hallway	LED or Fluorescent (Dedicated)
Kitchen	LED or Fluorescent (Dedicated)
Bathroom	LED or Fluorescent (Dedicated)
	All Downlights are to be Sealed LED with Continuous Insulation Cover
Natural Lighting	
Kitchen	Provided by Windows
Cooking Equipment	Induction Cooktop & Electric Oven
Alternative Energy	A 2Kw (min.) Photovoltaic Solar System must be installed.
Other Requirements	Draught Stoppers & Foam Seals on all External Doors Draught Stoppers on all Exhaust Fans



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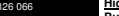

**ACCREDITED**  
BUILDING DESIGNER  
Accreditation Number 6529

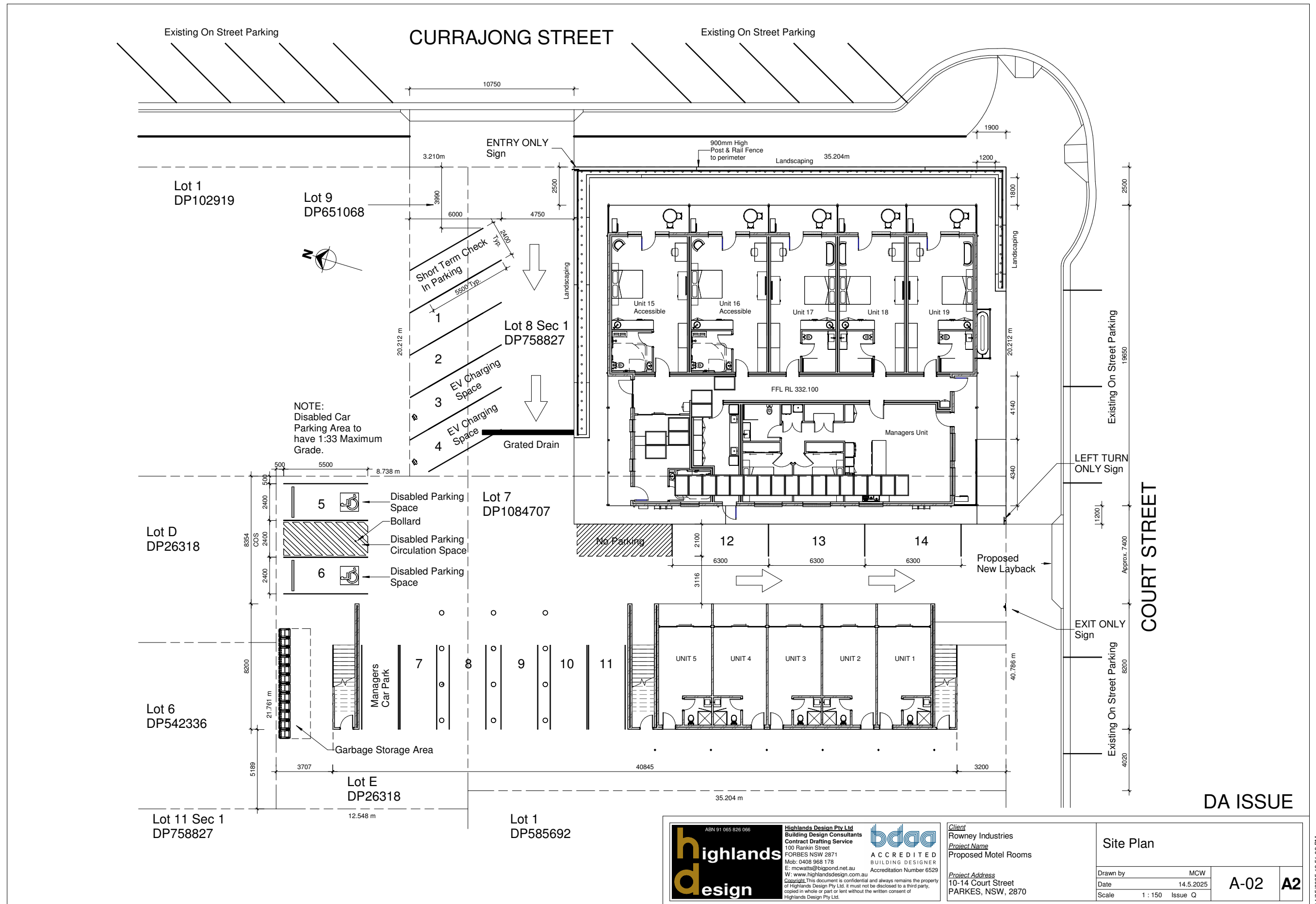
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<i>Client</i> Rowney Industries <i>Project Name</i> Proposed Motel Rooms		Cover Page		
<i>Project Address</i> 10-14 Court Street PARKES, NSW, 2870		Drawn by MCW	A-00	A2
		Date 14.5.2025		
		Scale 1 : 20 Issue Q		

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	<p><u>Project Address</u>  <b>10-14 Court Street          PARKES, NSW, 2870</b></p>		
	<p><b>Site Survey</b></p>		
	<p>Drawn by <b>MCW</b></p> <p>Date <b>14.5.2025</b></p> <p>Scale <b>1 : 150</b> Issue <b>Q</b></p>	<p><b>A-01</b></p> <p><b>A2</b></p>	



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**Client**  
Rowney Industries

**Project Name**  
Proposed Motel Rooms

**Project Address**  
10-14 Court Street  
PARKES, NSW, 2870

**Site Plan**

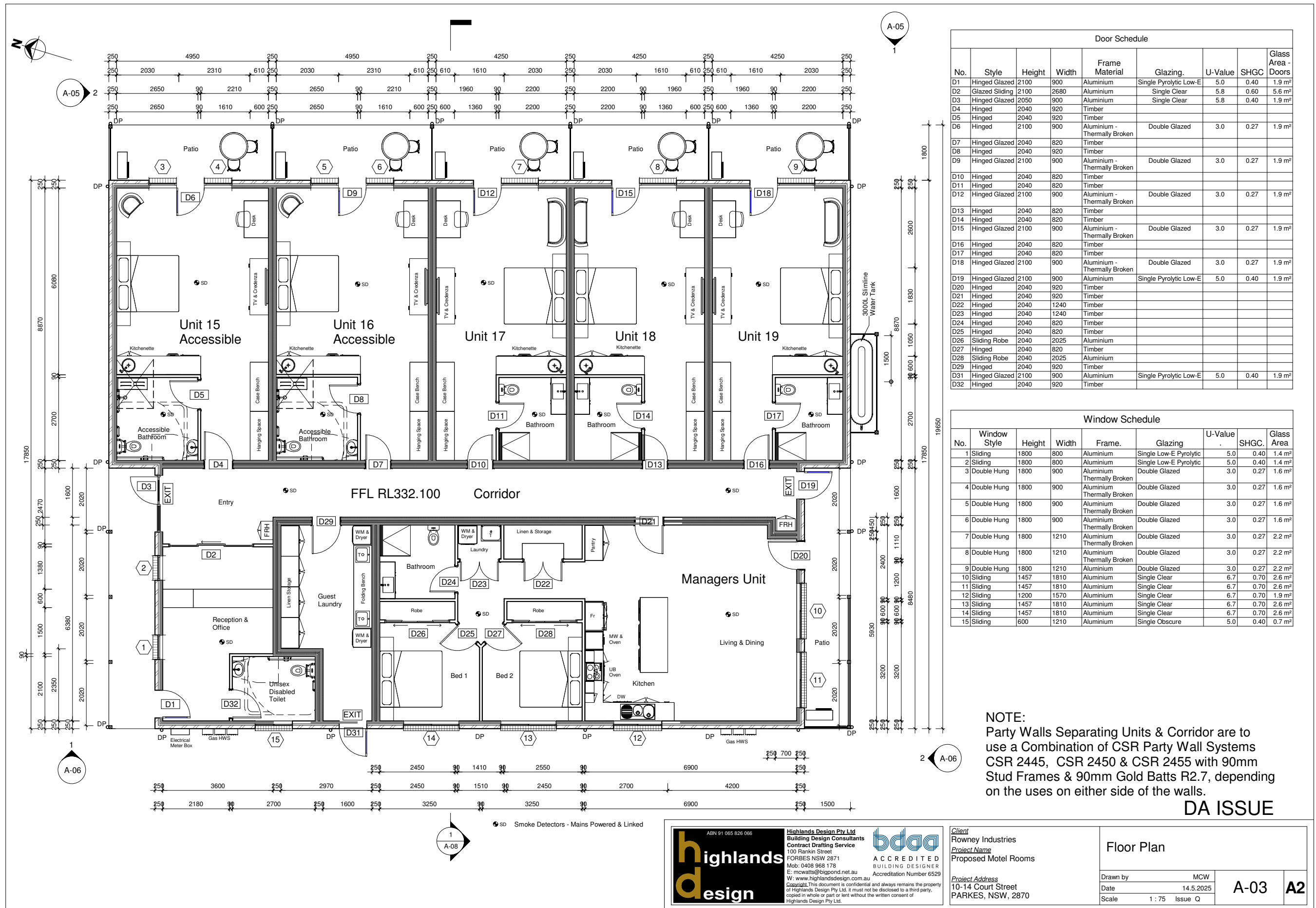
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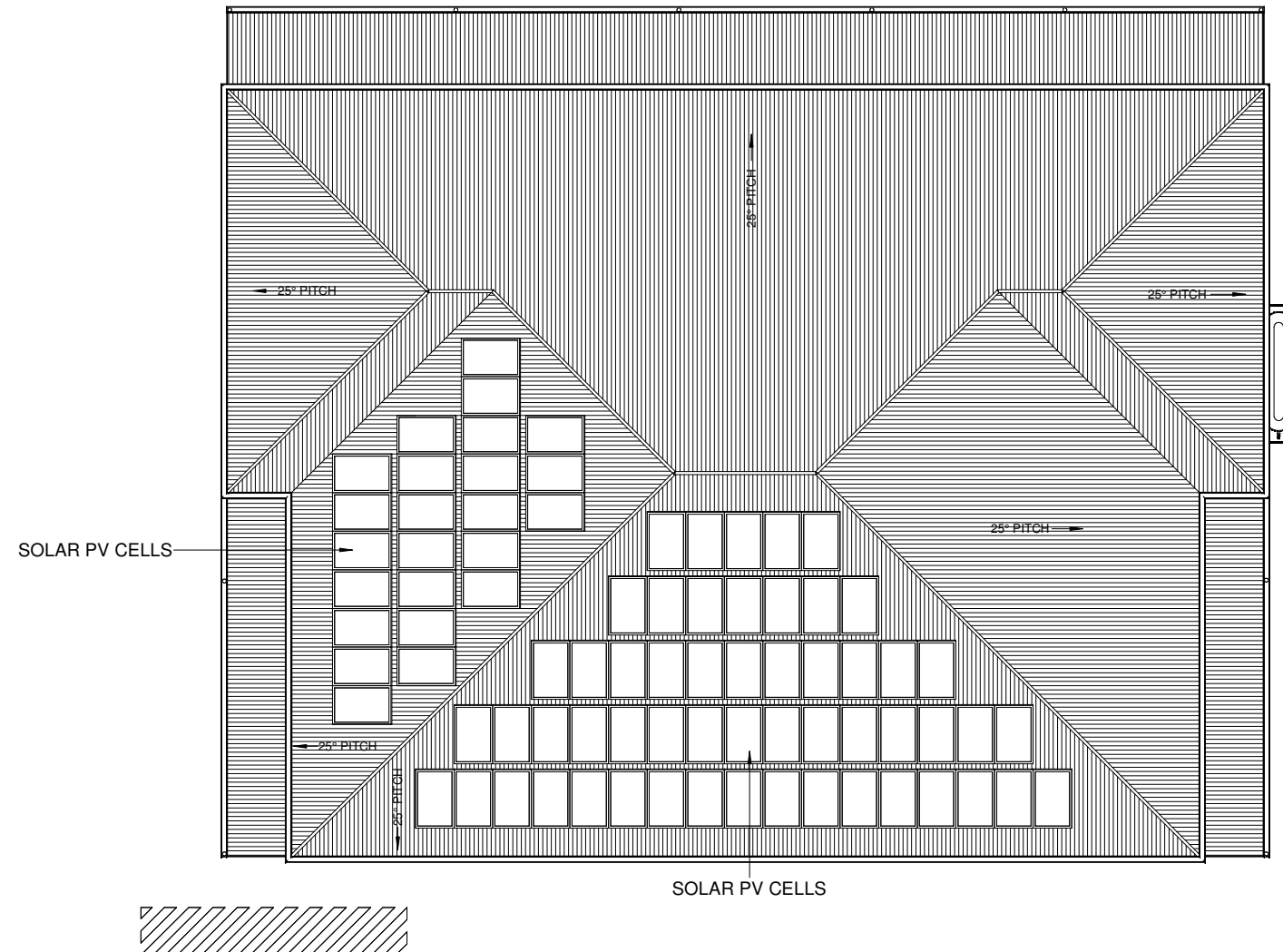
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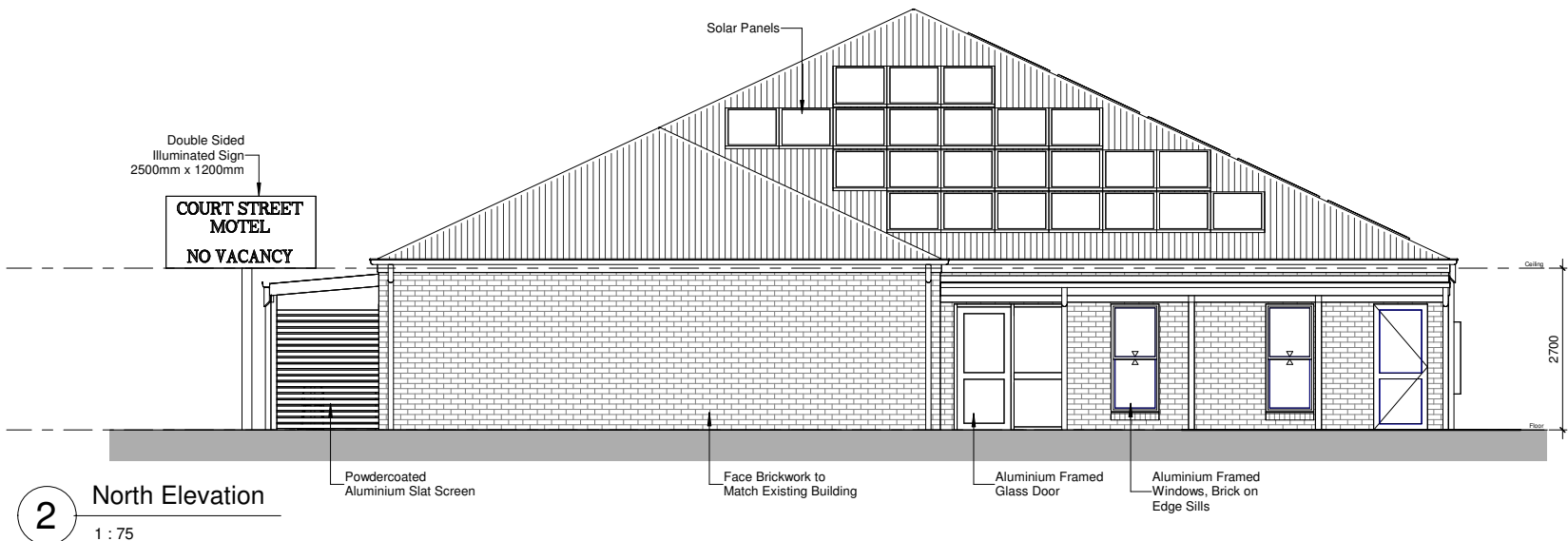
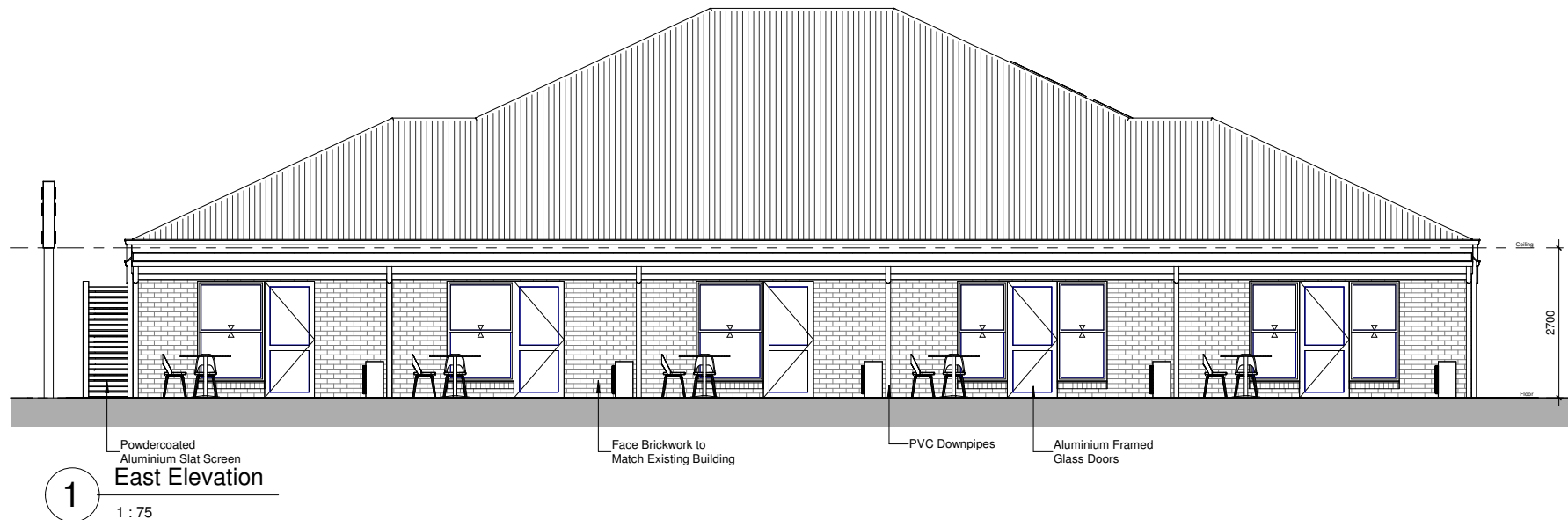


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 <small>ABN 91 065 826 066</small>	<b>Highlands Design Pty Ltd</b> Building Design Consultants Contract Drafting Service 100 Rankin Street FORBES NSW 2871 Mob: 0408 968 178 E: mcwatts@bigpond.net.au W: www.highlandsdesign.com.au <small>Copyright: This document is confidential and always remains the property of Highlands Design Pty Ltd. It must not be disclosed to a third party, copied in whole or part or lent without the written consent of Highlands Design Pty Ltd.</small>	 <b>ACCREDITED</b> BUILDING DESIGNER Accreditation Number 6529	<b>Client</b> Rowney Industries		
			<b>Project Name</b> Proposed Motel Rooms		
			<b>Project Address</b> 10-14 Court Street PARKES, NSW, 2870		
			<b>Roof Plan</b>		
Drawn by		MCW	<b>A-04</b>	<b>A2</b>	
Date		14.5.2025			
Scale		1 : 100 Issue Q			

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	WALL FINISH FACEBRICK AUSTRAL EVERYDAY LIFE ESCAPE or PGH VELOUR CREAM		ROOF FINISH COLORBOND CUSTOM ORB COLOUR - SHALE GREY
	WINDOWS & DOORS COLOUR - COLORBOND DUNE		FASCIA, GUTTER, BARGE COLOUR - COLORBOND SHALE GREY
	POSTS & SCREENS COLOUR - SURFMIST		FENCE FINISH POWDER COATED COLOUR - COLORBOND MONUMENT
	RETAINING WALL FINISH CONCRETE BLOCK		HARDSTAND FINISH CONCRETE
	WATER TANK FINISH COLOUR - SMOOTH CREAM		

**3 External Finishes**  
1 : 10

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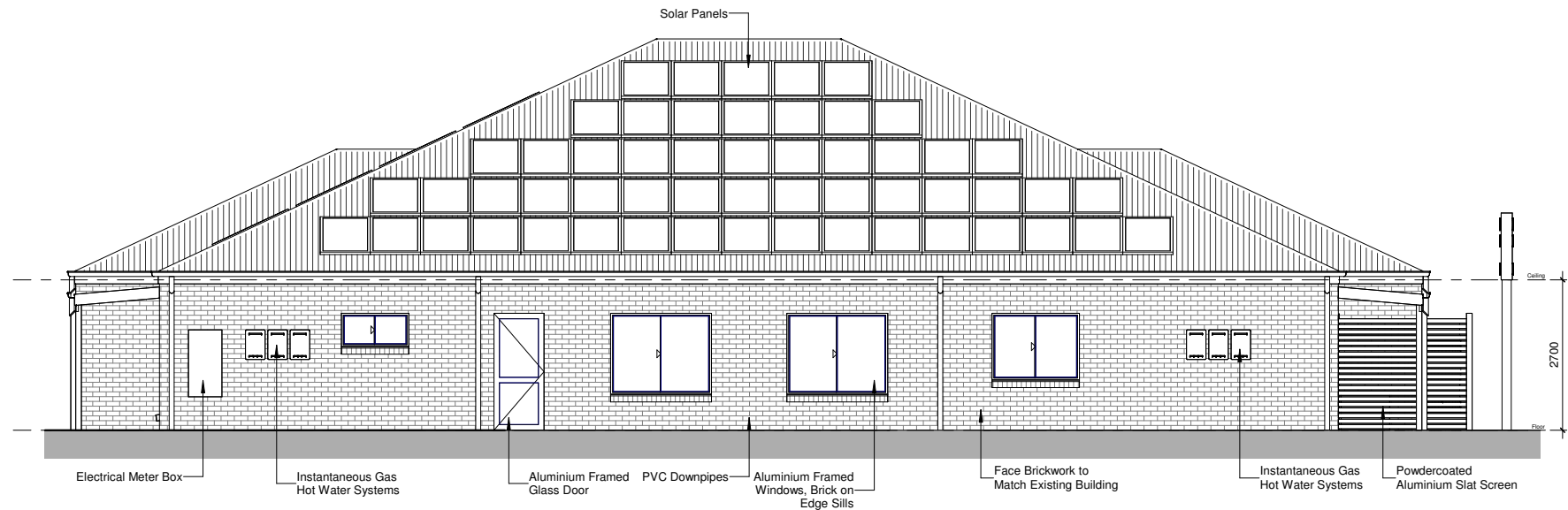
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Rowney Industries

Project Name  
Proposed Motel Rooms

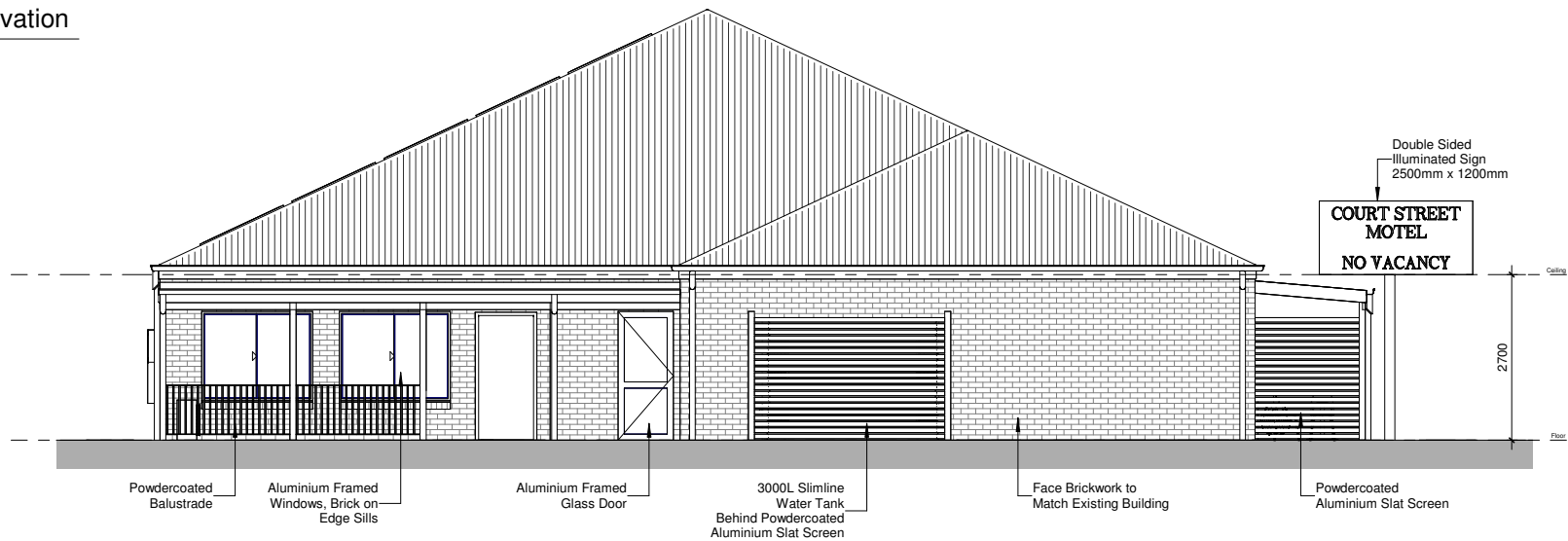
Project Address  
10-14 Court Street  
PARKES, NSW, 2870

Elevations (1)			
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Scale	As indicated Issue Q		

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**1** West Elevation  
1 : 75



**2** South Elevation  
1 : 75

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	WINDOWS & DOORS COLOUR - COLORBOND DUNE		FASCIA, GUTTER, BARGE COLOUR - COLORBOND SHALE GREY
	POSTS & SCREENS COLOUR - SURFMIST		FENCE FINISH POWDER COATED COLOUR - COLORBOND MONUMENT
	RETAINING WALL FINISH CONCRETE BLOCK		HARDSTAND FINISH CONCRETE
	WATER TANK FINISH COLOUR - SMOOTH CREAM		

**3** External Finishes.  
1 : 10

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Client  
Rowney Industries  
Project Name  
Proposed Motel Rooms  
Project Address  
10-14 Court Street  
PARKES, NSW, 2870

Elevations (2)

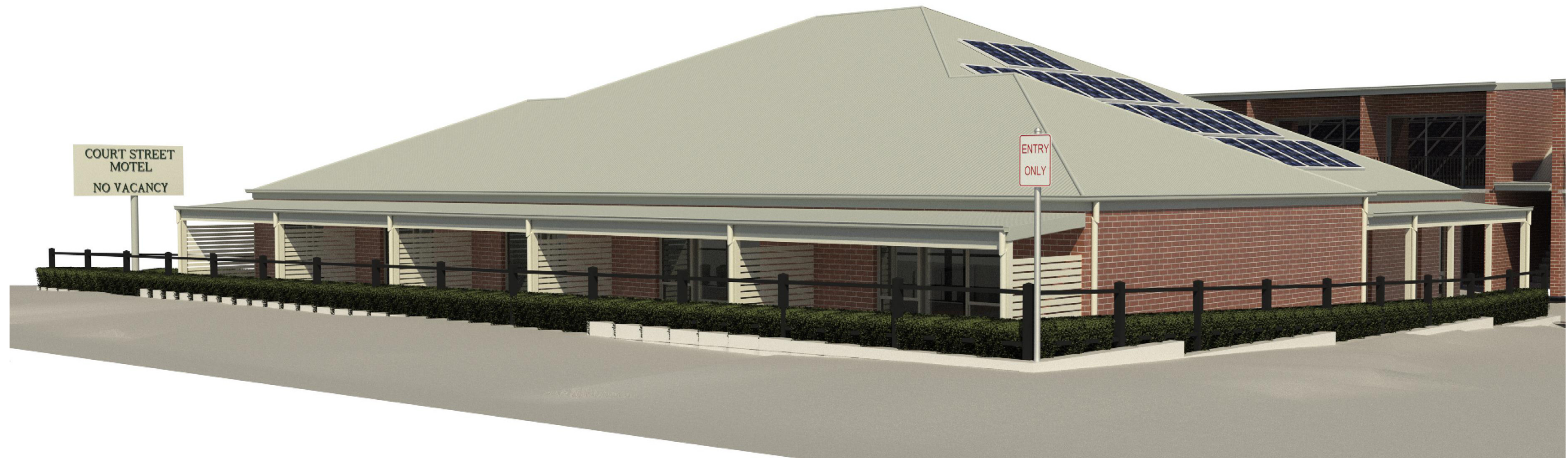
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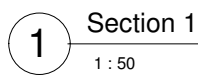


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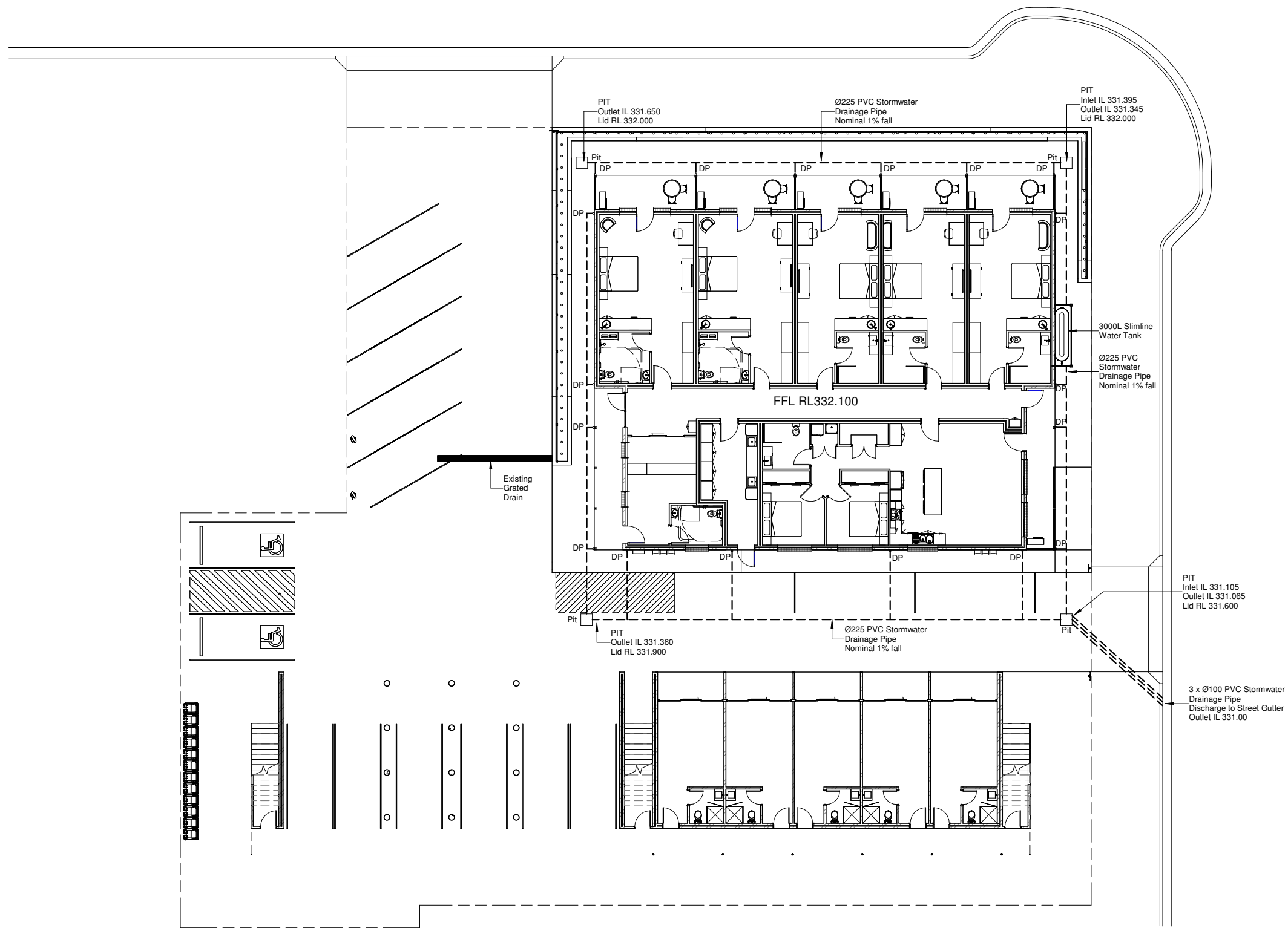





2 Retaining Wall Detail  
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		<p><u>Project Address</u>          10-14 Court Street          PARKES, NSW, 2870</p>		
		<p>Section 1</p>		
		<p>Drawn by</p>	<p>MCW</p>	<p><b>A-08</b></p>
<p>Date</p>	<p>14.5.2025</p>			
<p>Scale</p>	<p>As indicated Issue Q</p>			





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Client  
Rowney Industries

Project Name  
Proposed Motel Rooms

Project Address  
10-14 Court Street  
PARKES, NSW, 2870

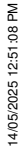
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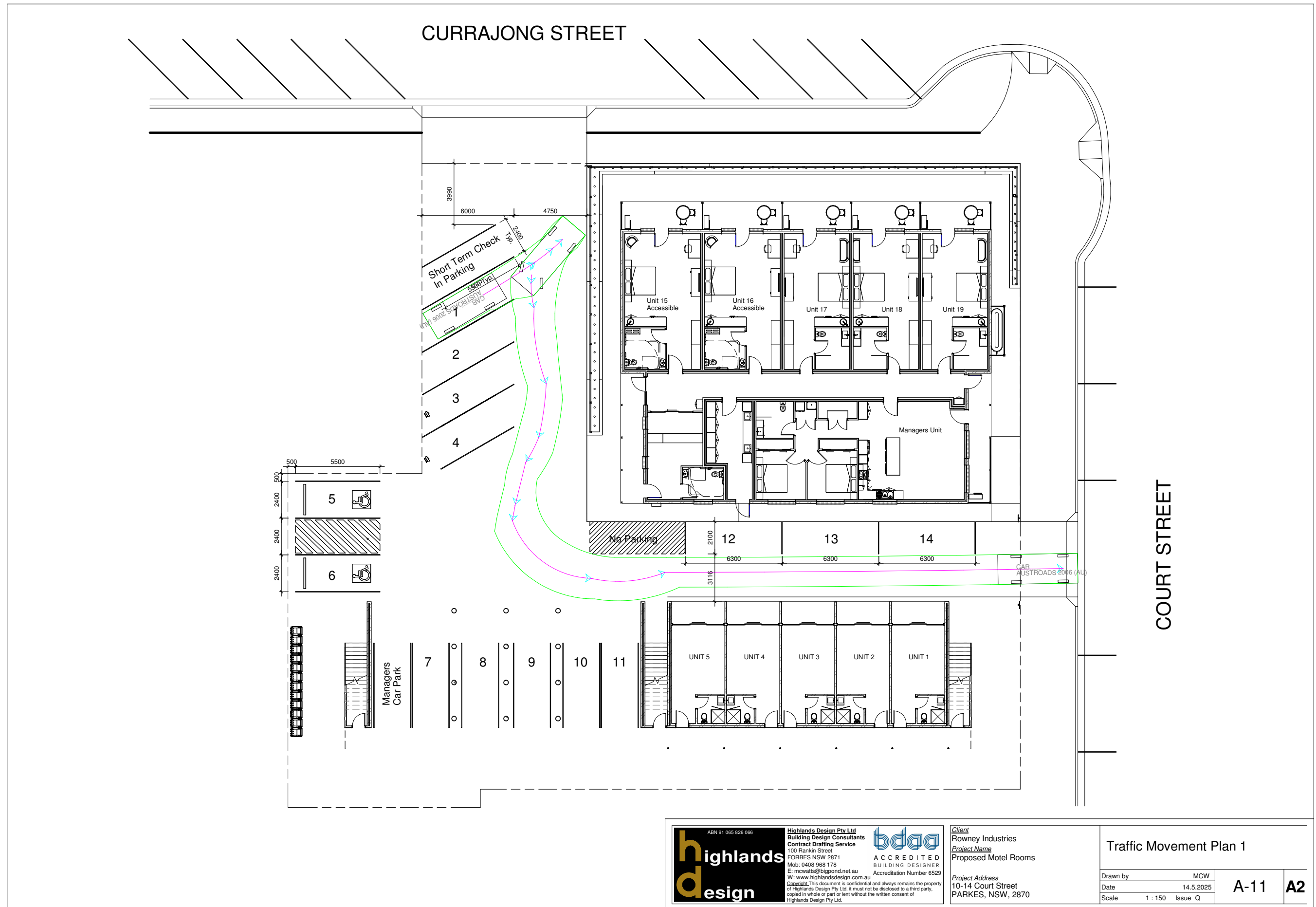
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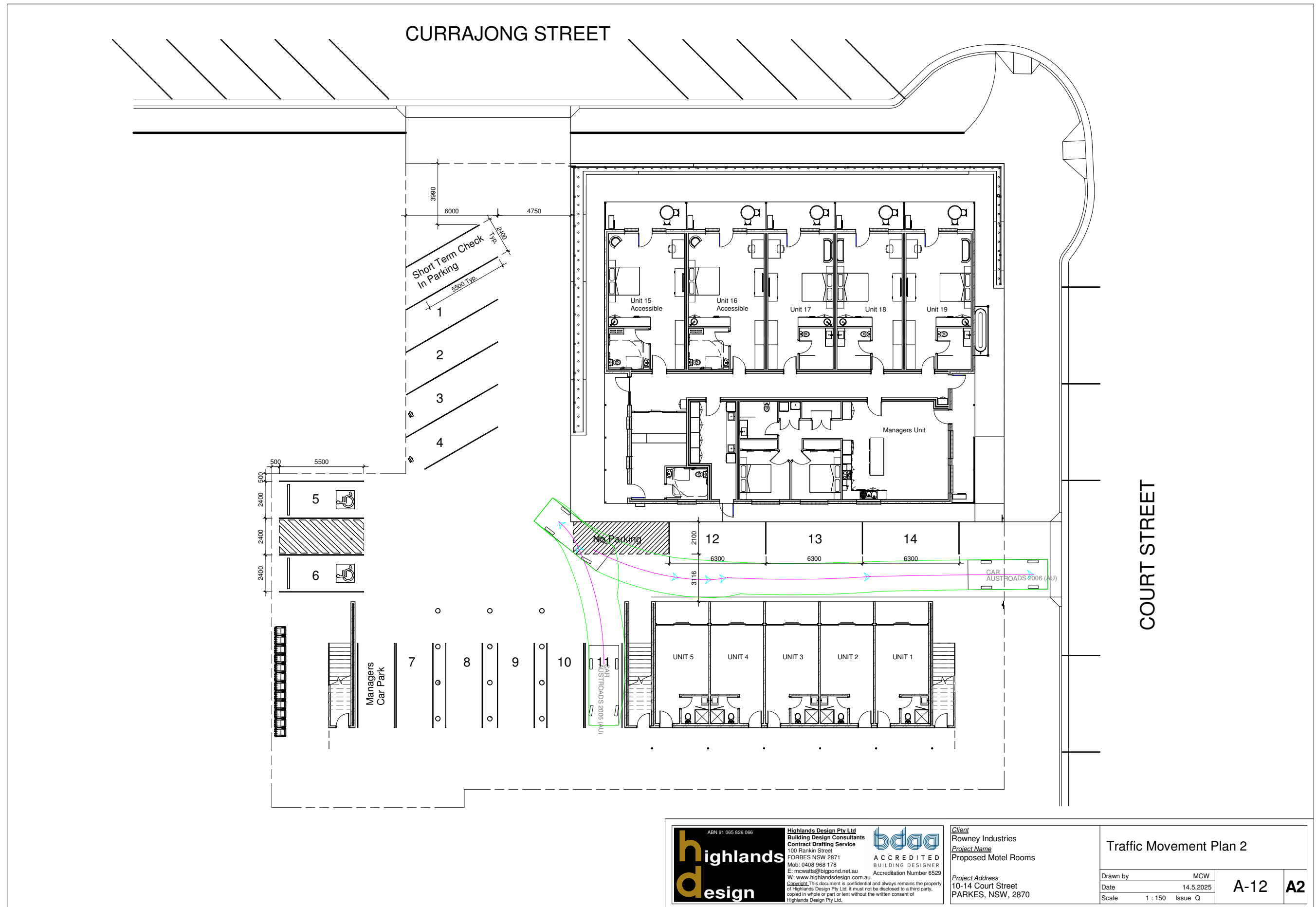
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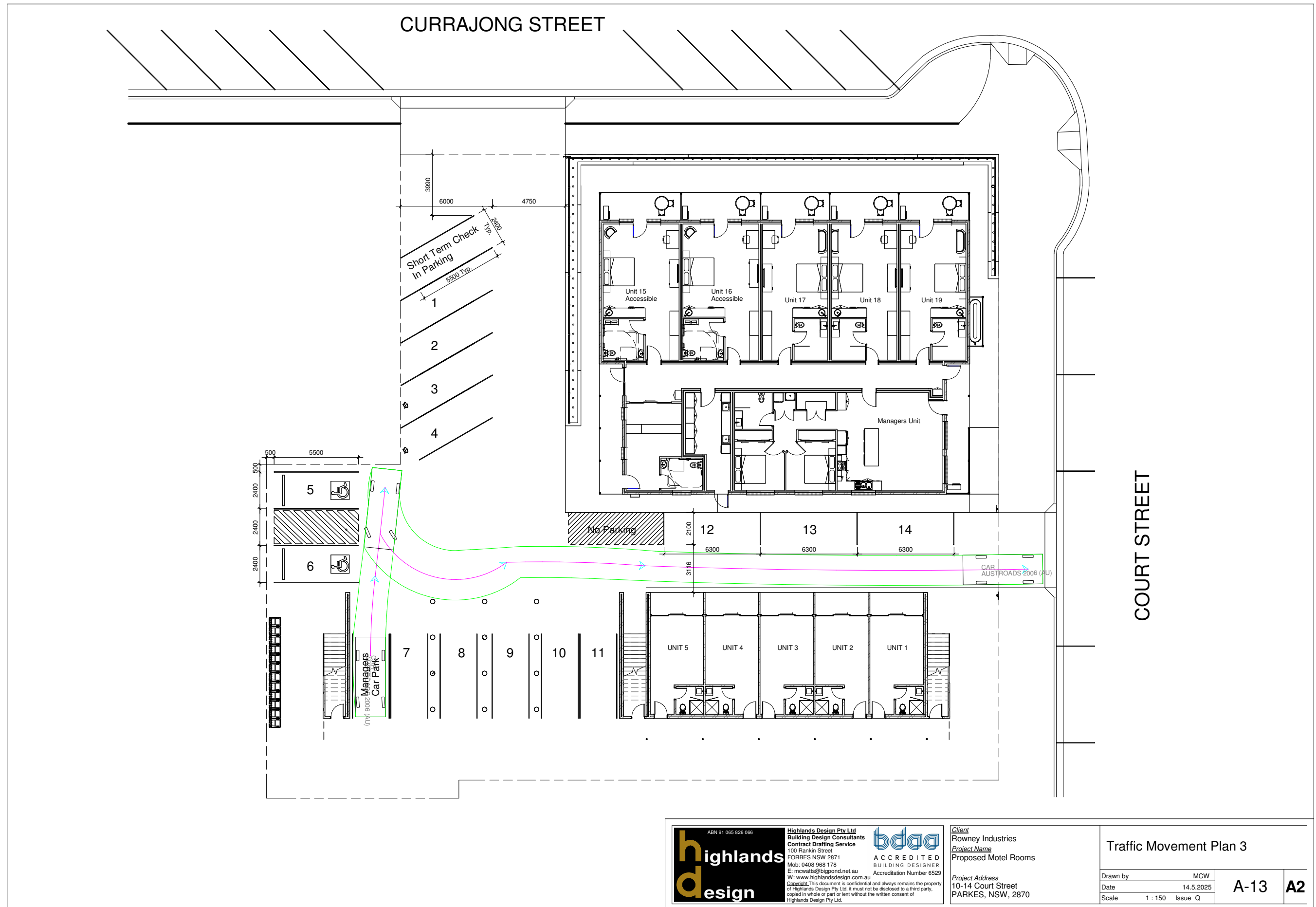
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#### DOCUMENT TITLE

Statement of Environmental Effects

#### CLIENT

Highlands Design Pty Ltd

#### PROJECT

Proposed Motel on Lot 7 DP 1084707, Lot 8 Section 1 DP 758827, Lot 9 DP 651068 and Lot E DP 26318, 10-14 Court Street, Parkes

#### REVISION

B



## DOCUMENT CONTROL

### PROJECT REPORT DETAILS

<b>Document Title</b>	Statement of Environmental Effects
<b>Principal Author</b>	Michael Carter, Director
<b>Client</b>	Highlands Design Pty Ltd
<b>Project Reference</b>	APC2411106

### DOCUMENT STATUS

<b>Revision</b>	C
<b>Status</b>	Final
<b>Date</b>	15/05/2025
<b>Authorised for Issue</b>	

### DISTRIBUTION RECORD

<b>Recipient</b>	<b>Distribution Method</b>	<b>Date</b>
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PLANNING, PROPERTY + PROJECT MANAGEMENT

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## 01. INTRODUCTION

### 1.1. Project Overview

This Statement of Environmental Effects (SEE) has been prepared by Currajong Pty Ltd (Currajong) on behalf of Highlands Design Pty Ltd for proposed additions to the Court Street Motel located on Lot 7 DP 1084707, Lot 8 Section 1 DP 758827, Lot 9 DP 651068 and Lot E DP 26318, 10-14 Court Street, Parkes.

The proposal involves the construction of a motel extension towards the south-east corner of the site, which is the site of the original Court Street Motel Reception and Restaurant that was destroyed by fire in July 2023. New works include the construction of a 430m<sup>2</sup> building on the site of the original motel building to provide five (5) additional motel units, a manager's unit, reception, office and a guest laundry. Upgrades to carpark and access are also proposed. The plans prepared by Highlands Design Pty Ltd show the extent of the proposed development in relation to the existing motel.

Upon receipt of the Development Application, Parkes Shire Council allocated its unique identified number (DA2025/0003) and commenced processing of the application, including public exhibition / neighbour notification of the proposal from 13 January 2025 to 11 February 2025. As a result of this consultation a number of submissions were received, with Council furnishing copies of submissions and inviting Highlands Design with the opportunity to respond to the issues raised in submissions.

Following consideration of all issues raised in submissions, Highlands Design have made changes to the original Architectural Plans dated 20 December 2024. The updated Highlands Design Architectural Plans dated 14 May 2025 are to be uploaded onto the NSW Planning Portal, along with an updated Currajong SEE (Revision C) dated 15 May 2025 that reflects the design changes in updated drawings and assesses the proposal against the relevant criteria under the Environmental Planning and Assessment Act 1979. A Review of Submissions Table has also been prepared by Currajong to document the design response to issues raised in submissions.

This SEE (Revision C) aims to provide Parkes Shire Council with an updated suite of DA documents that reflects changes made to design drawings as a result of submissions received from members of the public. It is the findings of the updated SEE that the proposal complies with the Parkes Local Environmental Plan 2012 and the Parkes Shire Council Development Control Plan 2021 and can be supported by Council.

### 1.2. Approvals Required

The proposal requires development consent under Part 4 of the Environmental Planning and Assessment Act (EP&A Act) 1979. The proposal is local development, as it does not trigger any of the provisions listed below:

- The proposal is not 'designated development' pursuant to Part 1 of Schedule 3 of the EP&A Regulation 2021 and an Environmental Impact Statement is not required.
- The proposal is not classified as 'State significant development' or 'regionally significant development' pursuant to the State Environment Planning Policy (Planning Systems) 2021 because it is not designated development and is general development less than \$30 million.
- The proposal is not 'integrated development' as it does not require any other approval listed under Section 4.46 of the EP&A Act 1979.
- The proposal does not trigger the NSW Biodiversity Offset Scheme (BOS) under the Biodiversity Conservation Act 2016, as no clearing of native vegetation is proposed.

A Development Application (DA) is to be lodged with Parkes Shire Council for a proposed motel, along with an SEE (this report) and plans of the proposed development prepared by Highlands Design Pty Ltd.

### 1.3. Application Details

The key details of the application are presented in Table 1.

**Table 1 - Application Details**

Detail	Description
Applicant	Highlands Design Pty Ltd
Landowner	Silville Pty Ltd
Proposed Site	Lot 7 DP 1084707, Lot 8 Section 1 DP 758827, Lot 9 DP 651068 and Lot E DP 26318, 10-14 Court Street, Parkes
Proposal	Motel
Zoning	E1 Local Centre
Consent Authority	Parkes Shire Council

### 1.4. Format of this Report

The information presented in this SEE covers all aspects of the proposal as specified under the EP&A Regulation 2021. The SEE has been prepared as a single document as described in Table 2.

**Table 2 - Report Format**

Detail	Description
Section 1	Introduces the proposal and the main project drivers
Section 2	Describes the main features of the site and surrounds
Section 3	Provides a description of the proposal
Section 4	Reviews the proposal against the relevant legislative requirements
Section 5	Assesses the potential environmental impacts of the development and documents the mitigation and management strategies to minimise impacts
Section 6	Reviews the proposal against the environmental, economic and social considerations
Section 7	Provides the conclusion for the SEE

### 1.5. Schedule of Plans and Drawings

The information presented in this SEE is supported by plans of the proposed development prepared by Highlands Design, which are included as separate attachments to the SEE. A brief description of these documents is presented in Table 3.

**Table 3 - Schedule of Plans and Drawings**

Attachment	Prepared by	Description	Date
1	Highlands Design Pty Ltd	Proposed Motel Rooms – Sheets A-01 – A13 (Revision Q)	14 May 2025
2	Currajong Pty Ltd	Review of Submissions Report	15 May 2025



## 02. DESCRIPTION OF THE SITE

### 2.1. Site Description

The subject site is formally described as Lot 7 DP 1084707, Lot 8 Section 1 DP 758827, Lot 9 DP 651068 and Lot E DP 26318, 10-14 Court Street, Parkes. Lot 7 DP 1084707, Lot 8 Section 1 DP 758827, Lot 9 DP 651068 and Lot E DP 26318 have an area of approximately 1,810m<sup>2</sup> and are located within the Parkes Central Business District (CBD) with access to Court Street and Currajong Street.

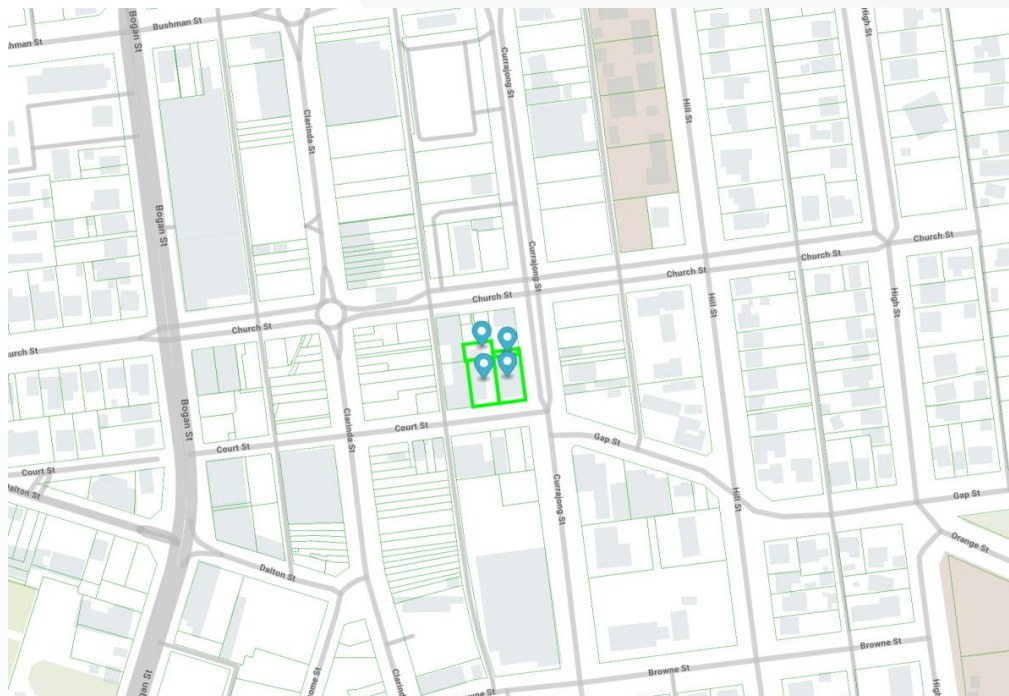
Key aspects of Lot 7 DP 1084707, Lot 8 Section 1 DP 758827, Lot 9 DP 651068 and Lot E DP 26318 that influence the motel design are as follows:

- The site has frontage to Court Street and Currajong Street which are public roads owned and managed by Parkes Shire Council. Court Street and Currajong Street are constructed to a sealed full width standard with upright kerb and gutter.
- The site has a combined area of approximately 1,810m<sup>2</sup>.
- The site currently contains a motel and associated car parking area.
- The site originally contained a larger motel development, oriented towards the corner of Court Street and Currajong Street, which was destroyed by fire in July 2023.
- The remnants of the fire burnt building have been removed from the site in accordance with Parkes Shire Council Emergency Order No. ON2023/0013.
- The site is zoned E1 Local Centre under the Parkes LEP 2012.
- The site has slope (<2%) from east to west toward Clarinda Street.
- The site interfaces with the heritage listed old Parkes Post Office to the east, the Parkes Courthouse and Police Station to the south-east.
- The land is majorly cleared of native vegetation. Landscaping vegetation has been planted along the Court Street frontage
- Reticulated water supply is available from an existing main in Currajong Street.
- Reticulated sewerage is available from an existing main in Currajong Street.
- Electricity and telecommunications are available to the site.

Figure 1 of this SEE shows the location of the site in relation to the immediate and wider locality.



Figure 1 - Locality Map



## 2.2. Surrounding Land-use

The site is located the Parkes CBD and is surrounded on the northern, southern and eastern orientations by commercial land-uses, including shops, office premises, business premises and a place of public worship.

Adjoining land to the east is zoned MUI Mixed Use, comprising shops, offices, a place of public worship and public administration buildings.

The locality comprises a highly varied built form, with public administration buildings and churches constructed from brick and sandstone blocks with detailed ornate features and more contemporary commercial shops constructed through the late 20<sup>th</sup> Century with simple façades and parapets covering gable roofs.

Photographs 1 - 10 show key aspects of the site and surrounds.

**Photo 1 - Site looking north**



**Photo 2 - Site looking north-east**



**Photo 3 - Site looking north**



**Photo 4 - Site looking west**



**Photo 5 - Site verge looking south**



**Photo 6 - Site looking south**





Photo 7 - Site looking south



Photo 8 - View from site looking south-east



Photo 9 - Site verge looking east



Photo 10 - Adjoining site looking north



### 2.3. Land Zoning

Lot 7 DP 1084707, Lot 8 Section 1 DP 758827, Lot 9 DP 651068 and Lot E DP 26318 are zoned EI Local Centre under the Parkes LEP 2012.

The proposed motel is permissible on land zoned EI Local Centre with consent. Special provisions are included in the Parkes LEP 2012 which have applicability to the proposed development, and these are assessed in Section 4.4.2 of this SEE.

Figure 2 includes a map that shows the zoning framework for the site and surrounding areas.

Figure 2 - Zoning Map



**LEGEND - LAND USE ZONES**

E1	E1 Local Centre	RE1	Public Recreation
E3	E3 Productivity Support	RE2	Private Recreation
C1	C1 National Parks and Nature Reserves	RU1	Primary Production
C2	C2 Environmental Conservation	RU3	Forestry
C3	C3 Environmental Management	RU4	Primary Production Small Lots
E4	E4 General Industrial	RU5	Village
R1	R1 General Residential	SP2	Infrastructure
R2	R2 Low Density Residential	SP3	Tourist
R5	R5 Large Lot Residential	W2	Recreational Waterways



## 03. DESCRIPTION OF THE PROPOSAL

### 3.1. Objectives of the Project

The objectives for the project are to obtain approval from Parkes Shire Council for the erection of a motel and ancillary car park and access works on the site.

### 3.2. The Proposal

#### 3.2.1. Demolition Works

The former motel / restaurant that was destroyed in a 2023 fire has already been demolished under Emergency Order No. ON2023/0013. Minor demolition works are proposed as part of the development, including removal of the existing boundary fence fronting Currajong Street.

#### 3.2.2. Building Works

A description of the proposed building works associated with the development is as follows:

- Construction of a 430m<sup>2</sup> motel comprising:
  - Five (5) individual units (2 of which have accessible features) containing a private bathroom, open plan kitchenette, bedroom and dining / entertaining area, with an attached patio.
  - A managers unit containing two bedrooms, a private bathroom, laundry facilities and open plan kitchen, dining and entertaining area.
  - A reception and office area with an accessible toilet.
  - A guest laundry.
- Construction of a new vehicle layback and crossover from Court Street in accordance with Parkes Shire Council Engineering Standards for commercial accesses.
- Construction of an additional two (2) car parking spaces on the site.
- Earthworks necessary to establish a suitable pad for the construction of the motel and new driveway / car parking area, with the extent of required earthworks being detailed on the Highlands Design plans.
- Construction of a retaining wall, perimeter hedge and fence along the northern, eastern and southern facades of the motel.
- One (1) outdoor advertising sign (illuminated).
- Ancillary site management works including landscaping, stormwater management and wayfinding signage.

All building works are to comply with the National Construction Code (NCC) and engineering specifications which are to be detailed with the application for the Construction Certificate (CC).

#### 3.2.3. Subdivision Works

No subdivision works are proposed as part of the development. The existing allotments forming part of the development site will be consolidated into a single allotment.

#### 3.2.4. Practical and Legal Access

Practical and legal access is existing from Currajong Street, which is an existing public road owned and maintained by Parkes Shire Council. A new vehicle crossover is proposed to be constructed from Court Street in accordance with Parkes Shire Council Engineering Standards. The new access will rationalise vehicle movements through the site, with ingress to be limited to Currajong Street and egress from the site limited to Court Street. Supporting wayfinding and regulatory signage will be installed with the exit onto Court Street to be limited to a left turn manoeuvre only.

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### 3.2.5. Utilities and Services

Mains electricity and telecommunications are located in the Currajong Street and Court Street road reserve adjacent to the site and are able to be connected to the proposed development. Parkes Shire Council's reticulated water main is located in Currajong Street and the site features an existing water connection. Parkes Shire Council's reticulated sewerage main is located in Currajong Street and the adjoining properties to the north-west of the site.

### 3.2.6. Staging

The application does not include a staged development.



## 04. PLANNING AND LEGISLATIVE CONTEXT

The following section of the report describes the applicable local planning policies, State and Federal legislation and guidelines. The applicable documents are summarised in this section, followed by a statement outlining how the development will address and / or comply with the legislation or policy.

### 4.1. Commonwealth Legislation

Section 4.1 describes the applicable Federal legislation and guidelines followed by a statement outlining how the development will address and / or comply with the legislation or policy.

#### 4.1.1. Environment Protection and Biodiversity Conservation Act 1999

Under the Federal Environment Protection and Biodiversity Conservation Act (EPBC) 1999, referral is required to the Australian Government for proposed actions that have the potential to significantly impact on Matters of National Environmental Significance (MNES) or the environment of Commonwealth land. The EPBC Act 1999 identifies the following as matters of national environmental significance for which Ministerial approval is required:

- World heritage properties.
- Wetlands of international significance.
- Listed threatened species and communities.
- Listed migratory species protected under international agreements.
- National Heritage Places.
- Protection of the environment from nuclear actions.
- Commonwealth Marine environments.

Assessment of the proposal's impact on MNES confirms there is unlikely to be a significant impact on relevant MNES or on Commonwealth land. Accordingly, the proposal would not warrant referral under the EPBC Act 1999.

### 4.2. New South Wales Legislation

Section 4.2 describes the applicable state legislation and guidelines followed by a statement outlining how the development will address and / or comply with the legislation or policy.

#### 4.2.1. Environmental Planning and Assessment Act 1979

The EP&A Act 1979 forms the legal and policy platform for development assessment and approvals process in NSW. The objects of the Act are:

- To promote the social and economic welfare of the community and a better environment by the proper management, development and conservation of the State's natural and other resources.
- To facilitate ecologically sustainable development by integrating relevant economic, environmental and social considerations in decision-making about environmental planning and assessment.
- To promote the orderly and economic use and development of land.
- To promote the delivery and maintenance of affordable housing.
- To protect the environment, including the conservation of threatened and other species of native animals and plants, ecological communities and their habitats.
- To promote the sustainable management of built and cultural heritage (including Aboriginal cultural heritage).

- To promote good design and amenity of the built environment.
- To promote the proper construction and maintenance of buildings, including the protection of the health and safety of their occupants.
- To promote the sharing of the responsibility for environmental planning and assessment between the different levels of government in the State.
- To provide increased opportunity for community participation in environmental planning and assessment.

Under the EP&A Act 1979, environmental planning instruments are made to specify planning controls for specific parcels of land and / or land-use. Applicable environmental planning instruments are discussed in later parts of this SEE. In general, development consent is required for the motel, pursuant to the Parkes LEP 2012.

#### 4.2.2. Local Government Act 1993

Section 68 of the Local Government Act (LG) 1993 specifies that approval is required for a number of activities carried out on operational land, including:

- Structures or places of public entertainment.
- Water supply, sewerage and stormwater drainage work.
- Management of trade waste in the sewerage system.
- Swing or hoist goods over a public road.

Local government approvals are required for plumbing and drainage works. No LG 1993 approvals have been applied for at this stage.

#### 4.2.3. National Parks and Wildlife Act 1974

The National Parks and Wildlife Act (NPW) 1974 is administered by the Office of Environment and Heritage and provides the basis for the legal protection of flora and fauna in NSW.

Unless a licence is obtained under the NPW Act 1974 (or the Threatened Species Conservation Act 1995), it is an offence to harm any animal that is protected or is a threatened species, population or ecological community. It is also an offence to pick any plant that is protected or is a threatened species, population or ecological community. In addition, a person must not, by act or omission, damage any critical habitat.

The NPW Act 1974 also provides the basis for the legal protection and management of Aboriginal sites within NSW. Sections 86, 90 and 91 of the NPW Act 1974 provide statutory protection for any physical / material evidence of Aboriginal occupation of NSW and places of cultural significance to the Aboriginal community.

The site largely comprises 'disturbed land', as defined under The NPW Regulation 2019. A search of the Aboriginal Heritage Information Management System (AHIMS) has been completed and there are no Aboriginal Sites or Places identified to be located within close proximity of the site. No Aboriginal cultural heritage issues / impacts have been identified and approvals under the Heritage Act 1977 or NPW Act 1974 are not required to be obtained for the proposal.

#### 4.2.4. Heritage Act 1977

The Heritage Act 1977 provides for the conservation of environmental heritage defined as places, buildings, works, relics, moveable objects, and precincts, of State or local heritage significance which are at least 50 years old. The Heritage Act 1977 applies to non-Aboriginal relics only, as Aboriginal relics are protected under the NPW Act 1974. The subject site is not listed on the State Heritage Register and an approval from Heritage NSW is not required under the Heritage Act 1977. A detailed assessment of the proposed development and potential impacts on heritage listed items adjacent to the site is detailed in Section 5 of this report. In general, no significant built heritage issues / impacts have been identified as a result of the design of the proposed development. No separate approvals are required under the Heritage Act 1977.

#### 4.2.5. Biodiversity Conservation Act 2016

The Biodiversity Conservation Act (BC) 2016 provide the framework for the management of flora and fauna on lands within NSW. Under the BC Act 2016 the principles of ecologically sustainable development are used to achieve the conservation and protection of biodiversity values. Clause 7.2 of the BC Act 2016 identifies the following circumstances where a development is likely to significantly affect threatened species:

- It is likely to significantly affect threatened species or ecological communities, or their habitats, according to the test in section 7.3.
- The development exceeds the biodiversity offsets scheme threshold if the biodiversity offset scheme applies to the impacts of the development on biodiversity values.
- It is carried out in a declared area of outstanding biodiversity value.

In conjunction with the BC Act 2016, the Biodiversity Assessment Method (BAM) is used as the model for undertaking biodiversity assessments on developments that require consent under the EP&A Act 1979. The BAM provides a classification and credit system to ensure that there is no net loss of biodiversity values across the State. In circumstances where the clearing of native vegetation is proposed, the BC Act 2016 makes provision for the retirement of biodiversity offsets (credit payments) under the Biodiversity Offset Scheme (BOS) as part of the determination of a DA for a proposal under the EP&A Act 1979. In this case no clearing of native vegetation is proposed.

Assessment of the impacts of the proposal on biodiversity values is undertaken in Section 5 of this SEE. Tests of significance completed for the site conclude the proposal is unlikely to cause significant impacts on any threatened species and does not trigger entry into the BOS. There is consequently no requirement for the proponent to offset biodiversity impacts associated with this proposal or to prepare a Biodiversity Assessment Report (BAR) or a Biodiversity Development Assessment Report (BDAR).

#### 4.2.6. Water Management Act 2000

The objective of the Water Management Act (WM) 2000 is the sustainable and integrated management of the State's water sources for the benefit of both present and future generations by applying the principles of ecologically sustainable development to protect, enhance and restore water sources and their associated ecosystems, ecological processes and biological diversity and their water quality. The proposal does not involve any activities / works within a waterway and no approvals under the WM Act 2000 are required.

#### 4.2.7. Protection of the Environment Operations Act 1997

The Protection of the Environment Operations Act (POEO) 1997 regulates air, noise, land and water pollution. The proposal would not operate under an Environment Protection Licence (EPL) and Parkes Shire Council is the Appropriate Regulatory Authority (ARA) for general pollution control matters on the site.

#### 4.2.8. Roads Act 1993

Under Section 138 of the Roads Act 1993 a person must not erect a structure or carry out a work in, on or over a public road, or dig up or disturb the surface of a public road, otherwise than with the consent of the appropriate road authority. All relevant Roads Act approvals will be obtained as part of the construction of a new vehicle crossover.

#### 4.2.9. Contaminated Land Management Act 1997

Parkes Shire Council is required to notify the EPA if contamination is discovered that presents a significant risk of harm. Guidelines on the Duty to Report Contamination under the Contaminated Land Management Act 1997 are available on the EPA website. There is no evidence of potential contamination based on an inspection of the site and review of Parkes Shire Council's potentially contaminated lands register. EPA notification is not required to be obtained for site.

#### 4.2.10. Rural Fires Act 1997

The Rural Fires Act (RF) 1997 requires approval of development on bushfire prone land as identified by a bushfire prone land map prepared under Section 146 of the EP&A Act 1979. According to the mapping prepared by the NSW Rural Fire Service (RFS), the subject land is not identified as being bushfire prone.



### 4.3. State Environmental Planning Policies (SEPP)

A high-level assessment of the applicability of each SEPP to the proposed development is included in Table 4, with further assessment work completed in Section 4.3.1 as necessary.

**Table 4 - SEPP Overview**

Name of SEPP	Specific Assessment Required?
SEPP (Exempt and Complying Development Codes) 2008	No
SEPP (Planning Systems) 2021	Yes. See Section 4.3.2
SEPP (Biodiversity and Conservation) 2021	Yes. See Section 4.3.2
SEPP (Sustainable Buildings) 2022	No
SEPP (Housing) 2021	No
SEPP (Industry and Employment) 2021	Yes. See Section 4.3.2
SEPP (Primary Production) 2021	No
SEPP (Precincts - Central River City) 2021	No
SEPP (Precincts - Eastern Harbour City) 2021	No
SEPP (Precincts - Western Parkland City) 2021	No
SEPP (Precincts - Regional) 2021	No
SEPP (Resilience and Hazards) 2021	Yes. See Section 4.3.2
SEPP (Resources and Energy) 2021	No
SEPP (Transport and Infrastructure) 2021	Yes. See Section 4.3.2

#### 4.3.1. SEPP Assessment

##### SEPP (Planning Systems) 2021

The Planning Systems SEPP 2021 identifies significant development and infrastructure and confer functions on Regional Planning Panels to determine development applications. The proposal is not classified as 'State significant development' or 'regionally significant development' and will be assessed and determined by Parkes Shire Council as 'local development'.

##### SEPP (Biodiversity and Conservation) 2021

The site is cleared of native vegetation. Tests of significance completed for the site conclude the proposal is unlikely to cause significant impacts to any threatened species and does not trigger entry into the BOS. There is no requirement for the proponent to offset biodiversity impacts associated with this proposal or to prepare a BAR or BDAR.

##### SEPP (Industry and Employment) 2021

The Industry and Employment SEPP 2021 requires that a consent authority must consider the assessment criteria in Schedule 5 of the SEPP which is addressed in Table 5 below:

**Table 5 - Advertising Signage Assessment**

Assessment Criteria	Assessment Response
Character of the Area	
<ul style="list-style-type: none"> <li>Is the proposal compatible with the existing or desired future character of the area or locality in which it is proposed to be located?</li> </ul>	Outdoor advertising signage is proposed in the form of a single pylon sign. The proposed signage will be located immediately adjacent to the building and will not extend beyond the peak building height. The signage is consistent with

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	<p>existing business identification signage on adjacent retail and business premises.</p> <p>In addition to outdoor advertising signage there will be parking directional signage</p> <p>All proposed signage is consistent with the development standards in the Parkes DCP 2021 and compatible with the desired future character of the area.</p>
<ul style="list-style-type: none"> <li>Is the proposal consistent with a particular theme for outdoor advertising in the area or locality?</li> </ul>	<p>There is no particular theme for signage in the Parkes CBD. The proposed new signage will be constructed from new materials, consistent with existing signage in the locality.</p>
<b>Special Areas</b>	
<ul style="list-style-type: none"> <li>Does the proposal detract from the amenity or visual quality of any environmentally sensitive areas, heritage areas, natural or other conservation areas, open space areas, waterways, rural landscapes or residential areas?</li> </ul>	<p>There are no environmentally sensitive lands, natural or conversation areas, open spaces, rural or residential areas within proximity of the site.</p> <p>The Former Parkes Post-office (Heritage Item No. 14) is identified to have State and local heritage significance. The building is located on the eastern side of Currajong Street, directly opposite the site.</p> <p>Proposed signage will be located immediately adjacent to the proposed building and will not extend beyond the peak building height, nor will it project outward over the public realm in a manner that will obscure views of the nearby heritage items.</p>
<b>Views and Vistas</b>	
<ul style="list-style-type: none"> <li>Does the proposal obscure or compromise important views?</li> </ul>	<p>Proposed signage will be located immediately adjacent to the proposed building and will not extend beyond the peak building height, nor will it project outward over the public realm in a manner that will obscure or compromise any important views.</p>
<ul style="list-style-type: none"> <li>Does the proposal dominate the skyline and reduce the quality of vistas?</li> </ul>	<p>Proposed signage will be located immediately adjacent to the proposed building and will not extend beyond the peak building height.</p>
<ul style="list-style-type: none"> <li>Does the proposal respect the viewing rights of other advertisers?</li> </ul>	<p>Proposed signage will be located immediately adjacent to the proposed building and will not extend beyond the peak building height, nor will it project outward over the public realm in a manner that will impact on the viewing rights of other advertisers.</p>
<b>Streetscape, Setting or Landscape</b>	
<ul style="list-style-type: none"> <li>Is the scale, proportion and form of the proposal appropriate for the streetscape, setting or landscape?</li> </ul>	<p>The size and scale of proposed signage is consistent with existing business identification signage located on adjoining retail and business premises.</p>
<ul style="list-style-type: none"> <li>Does the proposal contribute to the visual interest of the streetscape, setting or landscape?</li> </ul>	<p>Proposed signage will result in a neutral impact on the streetscape. The signage will be contemporary, constructed from new materials and will be consistent with the design of the motel development.</p>

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<ul style="list-style-type: none"> <li>Does the proposal reduce clutter by rationalising and simplifying existing advertising?</li> </ul>	<p>Proposed signage on the site includes wayfinding and regulatory signage. The proposed signage will identify the motel business. The signage will be limited to a single pylon sign and will not lead to any unreasonable clutter.</p>
<ul style="list-style-type: none"> <li>Does the proposal screen unsightliness?</li> </ul>	<p>There is no unsightliness to screen. The signage will add to the visual interest of the development.</p>
<ul style="list-style-type: none"> <li>Does the proposal protrude above buildings, structures or tree canopies in the area or locality?</li> </ul>	<p>Proposed signage will be located immediately adjacent to the proposed building and will not extend beyond the peak building height.</p>
<ul style="list-style-type: none"> <li>Does the proposal require ongoing vegetation management?</li> </ul>	<p>No vegetation management is required as part of the proposed development.</p>
<b>Site and Building</b>	
<ul style="list-style-type: none"> <li>Is the proposal compatible with the scale, proportion and other characteristics of the site or building, or both, on which the proposed signage is to be located?</li> </ul>	<p>The size and scale of the signage is consistent with the proposed motel development and existing business identification signage located on adjoining retail and business premises.</p> <p>The signage will not extend beyond the peak building height, nor will it overhang the ends of the building.</p>
<ul style="list-style-type: none"> <li>Does the proposal respect important features of the site or building, or both?</li> </ul>	<p>There are no existing features of environmental or built heritage significance on the site. The development will not lead to any adverse outcomes.</p>
<ul style="list-style-type: none"> <li>Does the proposal show innovation and imagination in its relationship to the site or building, or both?</li> </ul>	<p>The proposed signage is consistent with contemporary advertising and branding guidelines which typically feature minimalistic designs.</p>
<b>Associated Devices and Logos with Advertisements and Advertising Structures</b>	
<ul style="list-style-type: none"> <li>Have any safety devices, platforms, lighting devices or logos been designed as an integral part of the signage or structure on which it is to be displayed?</li> </ul>	<p>The development does not require any special safety devices, platforms or the like. The signage will be regularly reviewed and inspected for integrity purposes as part of the site management activities.</p>
<b>Illumination</b>	
<ul style="list-style-type: none"> <li>Would illumination result in unacceptable glare?</li> <li>Would illumination affect safety for pedestrians, vehicles or aircraft?</li> </ul>	<p>Proposed signage will be appropriately illuminated in accordance with Australian Standard AS4282- Control of the obtrusive effects of outdoor lighting to ensure there are no adverse impacts on road users.</p>
<ul style="list-style-type: none"> <li>Would illumination detract from the amenity of any residence or other form of accommodation?</li> </ul>	<p>There are no sensitive receivers within proximity of the subject site. Proposed signage will be appropriately illuminated in accordance with Australian Standard AS4282- Control of the obtrusive effects of outdoor lighting to ensure consistency with the expected and desired outcomes for locality amenity.</p>
<ul style="list-style-type: none"> <li>Can the intensity of the illumination be adjusted, if necessary?</li> </ul>	<p>Proposed signage will be fitted with a manual override to allow further reduction in the illumination of the signage.</p>
<ul style="list-style-type: none"> <li>Is the illumination subject to a curfew?</li> </ul>	<p>Proposed signage will typically be turned off or dimmed significantly to enable occupants a high level of amenity for sleeping.</p>

**Safety**

<ul style="list-style-type: none"> <li>Would the proposal reduce the safety for any public road?</li> </ul>	<p>Proposed signage will be located entirely within the confines on the subject allotment and will be immediately adjacent to the proposed development to ensure there are no adverse impacts intersection sight distance that would adversely impact on road users.</p> <p>Proposed signage will be appropriately illuminated in accordance with Australian Standard AS4282- Control of the obtrusive effects of outdoor lighting to ensure there are no adverse impacts on road users.</p>
<ul style="list-style-type: none"> <li>Would the proposal reduce the safety for pedestrians or bicyclists?</li> </ul>	<p>Proposed signage will be located entirely within the confines on the subject allotment and will be immediately adjacent to the proposed development to ensure there are no adverse impacts on pedestrians or cyclists utilising the road verge.</p>
<ul style="list-style-type: none"> <li>Would the proposal reduce the safety for pedestrians, particularly children, by obscuring sightlines from public areas?</li> </ul>	<p>Proposed signage will be located entirely within the confines on the subject allotment and will be immediately adjacent to the proposed development to ensure there are no adverse impacts intersection sight distance that would adversely impact on road users.</p>

**SEPP (Resilience and Hazards) 2021**

The Resilience and Hazards SEPP 2021 requires that a consent authority must consider the contamination potential of the land, and if the land is contaminated, it is satisfied that the land is suitable for the development in its contaminated state, or that appropriate arrangements have been made to remediate the site prior to the development being carried out.

The following background information has been established in order to determine the level of assessment required in relation to the issue of potential land contamination at the subject land:

- The land is not declared to be a significantly contaminated site within the meaning of the Contaminated Land Management Act 1997.
- The land is not and has not been regulated by the EPA or other regulatory authority in relation to land contamination.
- The subject land has been zoned by Parkes Shire Council for commercial purposes for many years, contains a motel and previously contained a restaurant. On this basis, it is assumed that Parkes Shire Council records confirm there is no history of land-use activities occurring on the land which might give rise to concerns about contamination risk.
- The land is not identified as a potentially contaminated site under Parkes Shire Council's potentially contaminated land register as a result of historical land use activities that have been undertaken on the site.
- The former motel was significantly damaged by a fire event and subsequently demolished under Emergency Order No. ON2023/0013 with any potential contaminants resulting from the fire managed under the order.
- Site inspection did not identify any earthworks or built improvements which indicate the undertaking of historic land-use activities that could have led to the potential contamination of the land.

On the basis of the above, there is a low likelihood that the site is contaminated, and a Preliminary Site Investigation is not warranted.

### SEPP (Transport and Infrastructure) 2021

There are provisions contained within the Transport and Infrastructure SEPP 2021 which are triggers for the referral of the DA to certain authorities prior to Parkes Shire Council being able to grant consent. With particular regard to the nature of the development proposed by this DA, the potential triggers for referral are summarised as follows:

#### Development Likely to affect an electricity transmission or distribution network

Clause 2.48 of the Transport and Infrastructure SEPP 2021 requires Council to give written notice to the electricity supply authority (and consider any response received within 21 days) when a DA involves:

- The penetration of ground within 2m of an underground electricity power line or an electricity distribution pole or within 10m of any part of an electricity tower,
- Development carried out within or immediately adjacent to an easement for electricity purposes or substation, or within 5m of an exposed overhead electricity power line.
- Development involving the installation of a swimming pool within 30m of a structure supporting an overhead transmission line, or within 5m of an overhead electricity power line.
- Development involving or requiring the placement of power lines underground.

The proposed motel development will include minor works within 5m of an exposed overhead electricity powerline. Works within 5m of the overhead powerline will include the earthworks, retaining wall, patio partition walls and roof, which will be setback a consistent distance from the overhead powerlines as the former restaurant and fence. Referral to Essential Energy is required in the circumstances.

#### Development in or adjacent to road corridors and road reservations

Clause 2.122 of the Transport and Infrastructure SEPP 2021 requires Council to give written notice to Transport for NSW (and consider any response received within 21 days) when a DA involves traffic generating development of a kind specified in Column 1 of Schedule 3 of the SEPP.

The nature and scale of the proposed development does not trigger referral of the application.

## 4.4. Local Environmental Plans (LEPs)

### 4.4.1. Parkes Local Environmental Plan 2013

The Parkes LEP 2012 applies to the land. The site is zoned EI Local Centre.

An assessment has been completed to determine the potential applicability of key clauses in the Parkes LEP 2012 to the proposed development. This work is presented in Table 6. Where it is identified that a clause of Parkes LEP 2012 applies to the proposed development, this assessment work is presented in Section 4.4.2.

**Table 6 - Preliminary LEP Assessment**

LEP Clause	Clause Name	Applicability
1.9A	Suspension of covenants, agreements & instruments	N/A
2.3	Zone objectives	Applicable. See Section 4.4.2
2.5	Additional permitted uses for particular land	N/A
2.6	Subdivision - consent requirements	N/A
2.7	Demolition requires development consent	N/A
2.8	Temporary use of land	N/A
	Land-use Table	Applicable. See Section 4.4.2
4.1	Minimum Lot Size Standards	N/A
4.1AA	Minimum subdivision lot size for community title schemes	N/A



LEP Clause	Clause Name	Applicability
4.1A	Minimum subdivision lot size for strata plan schemes in certain rural and residential zones	N/A
4.2	Rural Subdivision	N/A
4.2A	Erection of dwelling houses on land in certain rural zones	N/A
4.2B	Erection of dwelling houses on land in certain rural and conservation zones	N/A
4.3	Height of buildings	N/A
4.4	Floor space ratio	N/A
4.5	Calculating floor space ratio and site area	N/A
4.6	Exceptions to development standards	N/A
5.1	Relevant acquisition authority	N/A
5.1A	Development on land intended to be acquired for public purposes	N/A
5.2	Classification and reclassification of public land	N/A
5.3	Development near zone boundaries	N/A
5.4	Controls relating to miscellaneous uses	N/A
5.5	Controls relating to secondary dwellings on land in a rural zone	N/A
5.6	Architectural roof features	N/A
5.8	Conversion of fire alarms	N/A
5.10	Heritage Conservation	N/A
5.11	Bushfire Hazard Reduction	N/A
5.12	Infrastructure development and use of existing buildings of the Crown	N/A
5.13	Eco-tourist facilities	N/A
5.14	Siding Spring Observatory	N/A
5.15	Defence communications facility	N/A
5.16	Subdivision of, or dwellings on, land in certain rural, residential and conservation zones	N/A
5.17	Artificial water bodies in environmentally sensitive areas	N/A
5.18	Intensive livestock agriculture	N/A
5.19	Pond-based, tank based and oyster aquaculture	N/A
5.20	Standards that cannot be used to refuse consent - playing music	N/A
5.21	Flood planning	N/A
5.22	Special food considerations	N/A
5.23	Public bushland	N/A
5.24	Farm stay accommodation	N/A
5.25	Farm gate premises	N/A
6.1	Earthworks	Applicable. See Section 4.4.2

LEP Clause	Clause Name	Applicability
6.2	Terrestrial Biodiversity	N/A
6.3	Groundwater Vulnerability	N/A
6.4	Riparian Lands and Watercourses	N/A
6.5	Wetlands	N/A
6.6	Airspace Operations	N/A
6.7	Essential Services	Applicable. See Section 4.4.2

#### 4.4.2. Assessment of LEP Provisions

##### Clause 2.3 Zone Objectives

Clause 2.3 states that Council must have regard to the objectives for development in a zone when determining a DA in respect of land within the zone. The objectives of the EI Local Centre zone are:

- To provide a range of retail, business and community uses that serve the needs of people who live in, work in or visit the area.
- To encourage investment in local commercial development that generates employment opportunities and economic growth.
- To enable residential development that contributes to a vibrant and active local centre and is consistent with the Council's strategic planning for residential development in the area.
- To encourage business, retail, community and other non-residential land uses on the ground floor of buildings.
- To preserve the dominance of the town centre of Parkes as the key subregional retail and commercial centre in Parkes.
- To support the consolidation of commercial and retail development in the town centre of Parkes.
- To encourage the expansion of post-secondary education and training facilities within the town centre of Parkes to service the education needs of the region.
- To improve the quality of urban design in the town centre of Parkes to ensure that the pedestrian environment is attractive and safe.
- To minimise conflict between land uses within the zone and land uses within adjoining zones.

The proposed motel is assessed to be consistent with the objectives for the EI Local Centre zone. The proposed development will provide a business that serves the needs of visitors to the Parkes township. The development site was previously used as a motel / restaurant. The development will generate employment throughout construction and ongoing operation including facility managers and cleaners. The development responds to the key site features, is consistent with the existing built form of the Parkes CBD and will not lead to any conflicts with existing land uses in the zone or in adjoining zones.

##### Land-use Table – EI Local Centre Zone

The proposed development is for the erection of a motel. The development of hotel / motel accommodation is permissible in the EI Local Centre zone with the consent of Parkes Shire Council.

##### Clause 6.1 Earthworks

The objective of Clause 6.1 is to ensure that earthworks for which development consent is required will not have a detrimental impact on environmental functions and processes, neighbouring uses, cultural or heritage items or features of the surrounding land.

Before granting development consent for earthworks, the following issues must be considered:

- The likely disruption of, or any detrimental effect on, drainage patterns and soil stability in the locality of the development.

- The effect of the development on the likely future use or redevelopment of the land.
- The quality of the fill or the soil to be excavated, or both.
- The effect of the development on the existing and likely amenity of adjoining properties.
- The source of any fill material and the destination of any excavated material.
- The likelihood of disturbing relics.
- The proximity to, and potential for adverse impacts on, any waterway, drinking water catchment or environmentally sensitive area.
- Any appropriate measures proposed to avoid, minimise or mitigate the impacts of the development.

Some changes to the existing landform will be required to construct the proposed motel and carpark and to connect utilities and services to the proposed development. An assessment of the proposed earthworks against the considerations in Clause 6.1 confirms the following:

- Earthworks – minor land forming to construct the proposed building and ensure drainage is conveyed to the public drainage system. It is not anticipated that the construction will require virgin excavated natural material (VNEW) to be imported onto the site.
- Drainage – minor land forming to create a level building pad will be undertaken, with all buildings and overland water flows to be conveyed to the existing public drainage system.
- Underground utilities – it is proposed to connect the motel to reticulated water supply and sewerage systems, electricity and telecommunications in shared trenches where possible, as per service authority requirements.

An assessment of the proposed earthworks against the considerations in Clause 6.1 confirms the following:

- Appropriate searches of the AHIMS database have not identified any recorded Aboriginal Cultural Heritage items within a 500m buffer of the subject land.
- The earthworks will not lead to detrimental impacts on the 'macro' surface water drainage functions on the land and surrounds.
- The earthworks do not create any adverse amenity impacts for neighbouring land-uses or property owners.
- The earthworks will prevent surface water draining onto adjoining properties.
- The earthworks will ensure that the proposed building is sited to maintain overland surface water drainage flows to a legal discharge point.
- Any road base brought onto the site will be sourced from a local supplier and certified as virgin excavated natural material (VENM).
- The earthworks are sufficiently distanced from any existing permanent surface waters, drinking water catchments or environmentally sensitive areas.
- Cut and filled areas will be managed via batters and retaining walls back to natural ground level at appropriate grades.

No significant impacts on environmental functions, stormwater drainage, neighbouring uses, cultural or heritage items or features of the surrounding land have been identified.

#### **Clause 6.7 Essential Services**

Clause 6.7 requires that consent must not be granted to development unless Council is satisfied that any of the following services that are essential for the development or available or that adequate arrangements have been made to make them available when required:

- The supply of water.
- The supply of electricity.
- The disposal and management of sewage.

- Stormwater drainage or on-site conservation.
- Suitable vehicle access.

The following utilities and services would be provided as part of this development:

- Reticulated water supply is available to the site and is located in Currajong Street.
- Electricity services are available to the site.
- Reticulated sewerage is available to the site, with an existing main located in Currajong Street and the adjoining allotments to the north-west of the site.
- Fixed telecommunications services are available to the land.
- The proposed motel has potential to be integrated into Parkes Shire Council's underground public stormwater drainage system which is located in Court Street.
- The site has road frontage to Currajong Street and Court Street. A new vehicle crossover will be constructed to the site from Court Street in accordance with the Parkes Shire Council Engineering Standards.

On the basis of the above, the proposed motel is capable of being connected to essential services in accordance with the requirements of Clause 6.7.

## 4.5. Development Control Plans

### 4.5.1. Parkes Shire Development Control Plan 2021

The Parkes DCP 2021 applies to the subject land. An assessment has been completed to determine the potential applicability of each Chapter of the Parkes DCP 2021, which is presented in Table 7. Where it is identified that a Chapter of the Parkes DCP 2021 applies to the proposed development, this assessment work is presented in Section 4.5.2

**Table 7 - Preliminary DCP Assessment**

Chapter	Name	Statement of Applicability
A	Preliminary	Considered. Detailed assessment not necessary
B	Subdivisions	N/A
C	Residential Development	N/A
D	Rural Development	N/A
E	Commercial Development	Applicable. See Section 4.5.2
F	Industrial Development	N/A
G	Parkes Airport Development	N/A

### 4.5.2. DCP Assessment

#### Chapter A Preliminary

The general introduction provisions of the Parkes DCP 2021 have been considered throughout the design development phase of the proposed motel. The proposed development is assessed to be consistent with the aims and objectives of the Parkes DCP 2021.

#### Chapter E.1 Commercial Development Controls

##### Part E.1.2 Earthworks, Retaining Walls, Structural Support and Site Drainage

The proposed development will include construction of a maximum 1 m high retaining wall toward the south-eastern boundary of the site. Earthworks will not exceed 3m and will not require the importation of

any additional fill. All earthworks will be within the confines of the site and will not change the direction of overland flows. All stormwater flows will be able to be conveyed to the public drainage infrastructure in Court Street. The proposed development complies.

#### Part E.1.3 Streetscape

The siting of the proposed development complies with the setback standards in Part E.1.4. The building has been designed to address both the primary street and secondary street frontage through the introduction of windows, major openings, changes in building materials and wall projections which will be supported by soft landscaping.

#### Part E.1.4 Setbacks

There is no prescribed setback distance for buildings from primary and secondary street frontages, side or rear boundaries in the EI Local Centre zone. The proposed development has been designed to be consistent with the existing setbacks of adjacent buildings in Court Street and will comply with the BCA.

#### Part E.1.5 Building Design

The proposed building will not exceed two storeys and will be of a consistent height to adjoining buildings to the north and west. The development includes a parapet wall, similar to the adjoining premises to the west and features windows and major openings to Currajong Street and Court Street addressing both frontages. The development does not include any air conditioning units or mechanical plant visible from the public realm and no storage of materials is proposed forward of the primary or secondary street building line.

#### Part E.1.6 Outdoor Advertising Signage

Signage containing the name of the premises is to be installed on a single pylon sign to identify the premises and are of an appropriate size and scale as shown on the plans of the proposed development. The signage will not protrude above the apex roof height and will be constructed from new materials.

#### Part E.1.7 Landscape Design and Fencing

The development includes earthworks with a retaining wall along the northern, eastern and southern boundary which will include a landscaping strip between the proposed motel and two street frontages. The landscaping will include a small fence to prevent slips or falls from the adjoining public walkway. The development does not require any vegetation removal.

#### Part E.1.8 Driveways, Access and Car Parking

The Highlands Design plans show the layout and configuration of the proposed development, including a new commercial access from Court Street.

Currently, there are 13 motel units and 11 onsite parking spaces. An additional 5 units are proposed on the site as well as a manager residence and 6 additional onsite car parking spaces. The proposal will result in a total of 18 motel units and 14 onsite parking spaces and an additional short term check in parking space on the site.

The proposed access and car parking arrangements do not require the removal of any street trees. The driveway configuration enables vehicles to enter and exit the site in a forward direction as per Part 4A Austroads Guide to Road Design. The onsite car parking area will comply with Australian Standard AS2890.1 Off-Street Car Parking. The peak traffic generation and parking periods of the proposed motel carpark will predominantly be outside of standard business operating hours.

The Parkes DCP 2021 does not establish a car parking ratio for hotel / motel development. In such cases where the Parkes DCP 2021 does not specify the parking standard to apply, the NSW Guide to Traffic Impact Assessment 2024 (formerly known as the TfNSW Guide to Traffic Generating Development) is used to set a practical standard. In the case of the NSW Guide to Traffic Impact Assessment 2024 sets a rate of 1 space per room plus 1 space per 2 employees for motels.

Historic parking credits for lawfully established uses are recognised in accordance with Part E.1.8.r of the Parkes DCP 2021. The site previously contained a restaurant / motel which was destroyed by fire in 2023. An assessment of the historic car parking requirements is shown in Table 8.



**Table 8 - Historic Car Parking Assessment**

Use	Quantity Required	Quantity Originally Provided	Shortfall that was originally credited to street parking
Original Motel	16 car parking spaces	11 car parking spaces	The original motel was approved with a shortfall of 5 car parking spaces, which at the time of adoption of the Parkes DCP was credited to the public street parking network
Original Restaurant	10 car parking spaces	0 car parking spaces	The original restaurant was approved with a shortfall of 10 car parking spaces, which at the time of the adoption of the Parkes DCP was credited to the public street parking network
<b>Total</b>	<b>26 car parking spaces</b>	<b>11 car parking spaces</b>	<b>The original motel / restaurant was approved with a shortfall of 15 car parking spaces, which are credited to the public street parking network</b>

Given the former land-use required a total of 26 car parking spaces with only 11 spaces were ever provided onsite, there are 15 historic credits that apply to the site. The proposed 14 onsite parking spaces for the motel additions are therefore consistent with the parking requirements for the site / development, with no shortfall in parking assessed to apply.

#### Part E.1.9 Stormwater Management

Stormwater from roofed areas, impervious areas and subsurface drainage from the retaining wall will be conveyed to Parkes Shire Council's stormwater management system in Court Street.

#### Part E.1.10 Utilities

All utilities are available to the land. New utility connections to service the motel rooms will be undertaken in accordance with the relevant service providers requirements. No new reticulated water supply or sewerage mains are required or need to be extended.

## 05. ASSESSMENT OF ENVIRONMENTAL ISSUES

The main environmental issues that have been raised and investigated as part of the design process for the proposed development have been documented in this section. Each issue is investigated by way of documenting existing conditions, assessing impacts and proposing management and mitigation measures.

### 5.1. Amenity and Visual Impacts

#### 5.1.1. Assessment of Existing Conditions

The site is located in the Parkes CBD and surrounding land comprise mixed commercial land use, including a shop, offices, business premises, a place of public worship and public administration buildings. The site has been used as the Court Street Motel for many years. Existing built form in the locality is highly varied with brick and sandstone detailed government and former public administration buildings, places of public worship with steeples and ornate finishes, mixed against more contemporary retail premises with single skin brick veneer walls and parapet walls covering gable roofs.

In 2023 a fire destroyed the Court Street Motel and Restaurant building located towards the south-eastern corner of the premises. There is currently a vacant cleared building envelope at this location. The remaining motel units that weren't damaged by fire are fully operational, albeit without benefit of motel reception, laundry other essential facilities.

The site is not heritage listed and does not form part of a heritage conservation area. The former Parkes Post Office and Parkes Courthouse and Parkes Police Station are located to the east and south-east of the site, which are listed heritage items.

#### 5.1.2. Assessment of Potential Impact

An assessment of the potential impacts of the proposed development on visual amenity has been undertaken, including an assessment of the likely visual impacts of the development on private landowners in the vicinity of the development and key vantage points in the public domain.

The proposed motel development will be of similar bulk and scale to the former motel / restaurant and generally in the same location of the original building that was destroyed by fire. The new motel building has been designed to be sympathetic to the heritage buildings to the east and south-east.

The proposed motel development has been designed to minimise streetscape impacts on heritage items to the east and south-east by reducing the prominence the new motel development, as viewed from Court Street and Currajong Street. This is to be achieved by reducing the finished floor level of the proposed new motel to be 1m lower than the existing footpath, so as to reduce the height of the building as viewed along Currajong Street and the eastern end of Court Street. In addition, it is proposed to plant hedge around the perimeter of the proposed building to partly screen the building to the north, east and south. Use of hedging to screen buildings has been used effectively along Currajong Street, including Big-W Store and Carpark, Matthews Williams Solicitors, the Old Parkes Convent B & B, Parkes Baptist Church and the Holy Family Catholic Church. Building roofline, materials, colours and finishes have also been carefully chosen to avoid replication of significant features of nearby historic buildings, and to blend with the streetscape. The proposed motel will be located wholly within the site, with views to the former Parkes Post Office not being obscured along the Court Street vista. No outdoor advertising signage is proposed to extend beyond the peak building height or overhang the public realm.

The proposed motel development will also be consistent with the existing motel units and the adjoining TWW building to the west on Court Street.

As a result of sympathetic use of building height, materials and landscaping, the proposed motel will have a low-key appearance as viewed from adjoining premises and public roads. It is assessed that the physical changes to the streetscape will not create significant impacts on the context and setting of the area. Visual and amenity impacts resulting from construction processes of the vehicle accesses and the development are to be temporary only and can be managed through appropriate site management strategies.

### 5.1.3. Management and Mitigation

No additional mitigation measures are proposed, other than undertaking the proposed motel in accordance with the plans of the proposed development prepared by Highlands Design Pty Ltd.

## 5.2. Access and Traffic

### 5.2.1. Assessment of Existing Conditions

The site is located in the Parkes CBD and the surrounding land comprise mixed commercial land-use. The site currently has access from Currajong Street, which is a local road constructed to a full width sealed standard with formed kerb and gutter and kerb to boundary concrete footpath. Pedestrian access from Court Street, which is also a local road that is constructed to a bitumen sealed full width standard with formed kerb and gutter and kerb to boundary concrete footpath. The site contains 11 existing car parking spaces which services the existing motel.

### 5.2.2. Assessment of Potential Impacts

Assessment of the traffic implications of the proposed motel has been undertaken against the general functioning of the existing / approved local road network, intersections, level crossings and parking in the area. The general assessment findings are as follows:

- Proposed roads providing access to the motel development are existing local roads, owned and managed by Parkes Shire Council.
- The proposed motel development is not traffic generating development as defined under the Transport and Infrastructure SEPP 2021 and is not development that has implications for main roads or railways.
- An existing access onto Currajong Street is proposed to be used for 'entry only' to the onsite carpark. The existing access complies with the Parkes DCP 2021 and sight distance requirements of AUSTRROADS Guide to Road Design Part 4 Intersections and Crossings: General 2023.
- A proposed new access onto Court Street is proposed to function as an 'exit only' to the onsite carpark. The proposed access will comply with the Parkes DCP 2021 and sight distance requirements of AUSTRROADS Guide to Road Design Part 4 Intersections and Crossings: General 2023.
- Parking for 14 cars and a short term check in parking space will be made available on the site, including two disabled spaces, in accordance with the Parkes DCP 2021. Having regard to parking credit history for the site, the proposed 14 car parking spaces comply with the parking required for the motel, as per Part E.1.8.r of the DCP. A Section 138 Permit would be obtained from Council prior to construction of the Court Street access.
- Loading and unloading operations will generally be limited to light vehicle vans and utilities during daylight hours, which can be accommodated onsite.
- Plans of the proposed development prepared by Highlands Design Pty Ltd demonstrate the typical design vehicle (a B99 vehicle) can traverse through the site, entering and exiting in a forward direction.
- Transport operations during the construction phase would be managed to ensure no impacts on existing traffic conditions / arrangements, including traffic-control where interaction with the public road network is proposed.

### 5.2.3. Management and Mitigation

No additional mitigation measures are proposed, other than a Section 138 Permit being obtained from Council prior to any works on the public road reserve.



### 5.3. Heritage

#### 5.3.1. Assessment of Existing Conditions

The site has been used as the Court Street Motel for many years and comprises a highly modified urban environment. The premises is not heritage listed as a heritage item and does not form part of a heritage conservation area. The former Parkes Post Office, Parkes Courthouse and Parkes Police Station are located to the east and south-east of the site, which are listed heritage items. Existing built form in the locality is highly varied with brick and sandstone detailed government and former public administration buildings, places of public worship with steeples and ornate finishes, mixed against more contemporary retail premises with single skin brick veneer walls and parapet walls covering gable roofs. In 2023 a fire destroyed the Court Street Motel and Restaurant building located towards the south-eastern corner of the premises. There is currently a vacant cleared building envelope at this location. The remaining motel units that weren't damaged by fire are fully operational.

#### 5.3.2. Assessment of Potential Impact

##### Aboriginal Cultural Heritage

A search of the Aboriginal Heritage Information System (AHIMS) has been completed for the subject land. The search was completed to determine whether there are any items of cultural heritage significance either on the subject land or within close proximity of the site. The search result found that:

- There are 0 Aboriginal sites recorded in or near the subject land.
- There are 0 Aboriginal places that have been declared in or near the above location.

Whilst an AHIMS search has not identified the presence of any recorded sites or places, there is a need to consider whether the proposal will impact on potential items of Aboriginal cultural heritage significance. Based on the framework in the Due Diligence Code of Practice (DDCP) for the Protection of Aboriginal Objects in NSW, the following assessment statements are true:

- The proposal does not represent an activity that is a declared project under Part 3A of the EP&A Act 1979.
- The proposal is not an activity that is an exempt activity listed in the NPW Act 1974 or other legislation.
- The proposal will not involve harm to an Aboriginal object that is trivial or negligible under Section 86 of the NPW Act 1974.
- The proposal is not on land that is known to be in an Aboriginal Place declared by the Minister under Section 84 of the NPW Act 1974.
- The proposal is not a low impact activity for which there is a defence in the NPW Regulation 2019.

Having regard to the above, the correct procedure is to follow the generic due diligence process as per Section 8 of the DDCP. An assessment of the due diligence process is included in Table 9.

**Table 9 - The Generic Due Diligence Process**

Step	Question	Response
1	Will the activity disturb the ground surface or any culturally modified trees?	Yes. Proceed to Step 2.
2	Are there any: a) relevant confirmed site records or other associated landscape feature information on AHIMS? and/or b) any other sources of information of which a person is already aware? and/or c) landscape features that are likely to indicate presence of Aboriginal objects?	No. According to the DDCP, an AHIP application not necessary and it is possible to proceed with caution. If any Aboriginal objects are found, stop work and notify DECCW. If human remains are found, stop work, secure the site and notify the NSW Police and DECCW.  Consideration of Steps 3, 4 and 5 (below) not necessary.

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3	Can harm to Aboriginal objects listed on AHIMS or identified by other sources of information and/or can the carrying out of the activity at the relevant landscape features be avoided?	N/A
4	Does a desktop assessment and visual inspection confirm that there are Aboriginal objects or that they are likely?	N/A
5.	Further investigation and impact assessment	N/A

#### Built Heritage

Assessment of historic and built heritage is open for assessment, based on the matters for consideration under Section 4.15 of the EP&A Act 1979.

The proposed development site is located within proximity of the Parkes Courthouse and Police Station, which is a listed local heritage item (Heritage Item No. 12) under the Parkes LEP 2012. The proposed development is located opposite the former Parkes Post Office in Court Street, which is a listed local heritage item (Heritage Item No. 14) under the Parkes LEP 2012 and also listed on the State Heritage Register.

The proposed motel development has been designed to minimise streetscape impacts on heritage items to the east and south-east by reducing the prominence the new motel development, as viewed from Court Street and Currajong Street. This is to be achieved by reducing the finished floor level of the proposed new motel to be 1m lower than the existing footpath, so as to reduce the height of the building as viewed along Currajong Street and the eastern end of Court Street. In addition, it is proposed to plant hedge around the perimeter of the proposed building to partly screen the building to the north, east and south. Use of hedging to screen buildings has been used effectively along Currajong Street, including Big-W Store and Carpark, Matthews Williams Solicitors, the Old Parkes Convent B & B, Parkes Baptist Church and the Holy Family Catholic Church. Building roofline, materials, colours and finishes have also been carefully chosen to avoid replication of significant features of nearby historic buildings, and to blend with the streetscape. The proposed motel will be located wholly within the site, with views to the former Parkes Post Office not being obscured along the Court Street vista. No outdoor advertising signage is proposed to extend beyond the peak building height or overhang the public realm.

It is noted the existing concrete kerb and gutter along Court Street covers the original rock kerb that would have been laid during the formative years of the road's formation (circa 1880). The proposed construction of the new access will result in up to 8m of the rock kerb (with concrete overlay) being removed at this identified location in Court Street. The original rock kerb has been inspected and is considered to comprise a weathered siltstone rock material that would have been readily available in the locality. The material is not considered to be particularly rare, such as bluestone material found in other streetscapes in the region. Parkes Shire Council has not included the rock kerb as a relic or heritage item or sensitive road asset. Given there will be other sections of rock kerb still intact along Court Street, it is assessed that removal of an 8m section of kerb is acceptable in the circumstances. It is proposed to complete a photographic recording of the in-situ rock kerb as well as re-use of rocks to create a landscape perimeter in front of the manager's unit, directly east of the proposed Court Street access.

As a result of site separation and the sympathetic use of building height, materials and landscaping, the proposed motel will have a low impact on listed heritage items.

#### **5.3.3. Management and Mitigation**

No additional mitigation measures are proposed, other than implementation of the unexpected finds procedure under the DDCP for the Protection of Aboriginal Objects in NSW, photographic recording of in-situ rock kerb and re-use of rocks to create a landscape perimeter in front of the manager's unit, directly east of the proposed Court Street access.



## 5.4. Hazards

### 5.4.1. Assessment of Existing Conditions

The site is not identified as a flood or bushfire prone area on relevant mapping. A clearance certificate has been issued for that part of the site that accommodated the existing motel / restaurant building that was destroyed by fire in 2023. Site inspection has not identified any activities that are being carried out on the land which are likely to be direct sources of potential land contamination.

### 5.4.2. Assessment of Potential Impact

The site is not mapped as flood prone or a bushfire hazard area. The subject land has been cleared of vegetation and is highly managed. Surrounding land is used for general commercial land-use.

In relation to urban stormwater flooding risk, the design of the development has carefully considered the protection of watercourses / drainage lines as well as the protection of the proposed development from urban stormwater flooding. The proposed development has been designed to enable disposal of stormwater to the Court Street drainage system. Stormwater flooding risks are therefore assessed to be manageable.

In relation to public safety risks, the site during construction would be fenced with suitable temporary construction fencing. A Section 138 Permit application would also be obtained from Parkes Shire Council for the undertaking of all works within adjoining road reserves, including works on footpaths and construction of the proposed new access to Court Street. As a result, the public safety risks are assessed to be manageable.

Waste generated by the proposal is likely to be minimal and can be managed appropriately and assuming adherence to industry standard waste management measures. Based on the adoption of these mitigation measures the site can minimise waste management impacts to an acceptable level.

In relation to potential contamination risks a site inspection has been carried out that shows no evidence of contamination. The site contains a former restaurant which has been destroyed by fire. Emergency Order No. ON2023/0013 was issued by Parkes Shire Council for the demolition of the motel / restaurant building and clean-up of the site to an appropriate level to enable redevelopment. A search of Parkes Shire Council's Potentially Contaminated Land Use Register does not identify any previous land use activities have occurred that may have led to the contamination of the site.

### 5.4.3. Management and Mitigation

No additional mitigation measures are proposed, other than a Section 138 Permit being obtained from Council prior to any works on the public road reserve.

## 5.5. Soil and Water Quality

### 5.5.1. Assessment of Existing Conditions

The subject land is not mapped on the Watercourse Map. The forms part of the urban drainage catchment, which drains to the south towards the Pac Park drainage channel which conveys water to Goobang Creek. The site is not identified on the Groundwater Vulnerability Map.

### 5.5.2. Assessment of Potential Impacts

Assessment of likely water quality impacts is as follows:

- The existing topography of the land is gentle with minor consistent slope to the south-west.
- The subject land currently does not contain any exposed areas that are shown to be causing soil erosion of related impacts on the land.
- Imported fill and road base will be sourced / certified VENM.
- The site is sufficiently distanced from existing waterways, drinking water catchments or environmentally sensitive areas.
- The likelihood of the surface water works impacting the amenity of adjoining property owners is assessed to be low.

- Roof and surface water from the development is able to be drained to the adjoining Court Street road reserve and Parkes Shire Council's stormwater infrastructure.
- No works are proposed within an area identified on the groundwater vulnerable land map.
- The proposed development is capable of being undertaken without creating soil or water quality impacts on the site or nearby land / watercourses.

#### 5.5.3. Management and Mitigation

The proposed management measures to reduce impacts on water resources are as follows:

- Changes to existing landform to be kept to minimum levels in accordance with the details shown on the plans of the proposed development prepared by Highlands Design Pty Ltd.
- All reasonable and practical measures will be implemented to control / manage sedimentation and erosion during construction phases associated with the proposed development.

### 5.6. Air Quality

#### 5.6.1. Assessment of Existing Conditions

The site is located in the Parkes CBD and the surrounding land comprise mixed commercial land use, including a shop, offices, business premises, a place of public worship and public administration buildings.

#### 5.6.2. Assessment of Potential Impact

The POEO Act 1997 sets the statutory framework for managing air quality in NSW, including establishing the licensing scheme for higher intensity industrial premises and a range of air pollution offences and penalties. The POEO (Clean Air) Regulation 2022 sets standards of concentration for emissions to air from both scheduled and non-scheduled activities. For the proposal activities, the POEO (Clean Air) Regulation 2022 provides general standards of concentration for scheduled premises which are Solid particles (total) – Any activity or plan (except listed below) – 100mg m<sup>-3</sup>. Further to these requirements, Clause 20 of the POEO (Clean Air) Regulation 2022 requires that motor vehicles do not emit excessive air impurities which may be visible for a period of more than 10-seconds when determined in accordance with the relevant standard.

The assessment of air quality impacts identifies potential for emissions to air from the following sources:

- Dust from construction operations.
- Dust from wind erosion of parts of the site disturbed by earthmoving / construction operations.
- Emissions from vehicle and generator exhaust.

Uncontrolled dust during the construction phase has been identified as the main potential issue, especially during hot and windy conditions. The specific pollutants of interest associated with the above activities are:

- Total suspended particulate (TSP).
- Particulate matter with an aerodynamic diameter of 10 microns (PM10).
- Particulate matter with an aerodynamic diameter of 2.5 microns (PM2.5).

Dust emissions associated with construction phases of the development are unlikely to have a significant impact on air quality due to the small scale of operations, separation from nearby sensitive receivers and the implementation of management measures. Emissions of noxious carbon monoxide (CO) and sulphur dioxide (SO<sub>2</sub>) related to petrol / diesel combustion are unlikely to have a significant impact on air quality (in addition to particulates considered above) given the distances between the proposal and the nearest sensitive receptors and the quantity of equipment operating at the site. Once completed, the motel is unlikely to exceed air pollution criteria given the premises will be used for short term residential accommodation purposes.

#### 5.6.3. Management and Mitigation

Procedures are intended to be developed for the project linking visible dust generation with wind conditions experienced at the site during the construction phase. A range of actions are proposed to be reduce visible

dust generation, until such time as the adopted trigger levels have reduced. These proposed emissions controls are as follows:

- Application of water on disturbed surfaces (if required).
- Closure of construction operations in extreme hot dry windy conditions (if required).
- Covering loads with a tarpaulin.

## 5.7. Noise and Vibration

### 5.7.1. Assessment of Existing Conditions

The site is located in the Parkes CBD and the surrounding land comprise mixed commercial land use, including a shop, offices, business premises, a place of public worship and public administration buildings.

### 5.7.2. Assessment of Potential Impact

The POEO Act 1997 sets the statutory framework for managing noise and vibration in NSW. The EPA Noise Policy for Industry (NPI) dated October 2017 is the primary tool used to determine compliance with the POEO Act 1997 in relation to noise and vibration in urban areas. The objectives of the NPI are to:

- Provide noise criteria that is used to assess the change in both short term and long-term noise levels.
- Provide a clear and consistent framework for assessing environmental noise impacts from industrial premises and industrial development proposals.
- Promote the use of best-practice noise mitigation measures that are feasible and reasonable where potential impacts have been identified.
- Support a process to guide the determination of achievable noise limits for planning approvals and/or licences, considering the matters that must be considered under the relevant legislation (such as the economic and social benefits and impacts of industrial development).

The policy sets out a process for noise management involving the following key steps:

- Determine the Project Noise Trigger Levels (PNTLs) (i.e. criteria) for a development. These are the levels (criteria), above which noise management measures are required to be considered. They are derived by considering two factors: shorter-term intrusiveness due to changes in the noise environment; and maintaining the noise amenity of an area.
- Predict or measure the noise levels produced by the development with regard to the presence of annoying noise characteristics and meteorological effects such as temperature inversions and wind.
- Compare the predicted or measured noise level with the PNTL, assessing impacts and the need for noise mitigation and management measures.
- Consider residual noise impacts - that is, where noise levels exceed the PNTLs after the application of feasible and reasonable noise mitigation measures. This may involve balancing economic, social and environmental costs and benefits from the proposed development against the noise impacts, including consultation with the affected community where impacts are expected to be significant.
- Set statutory compliance levels that reflect the best achievable and agreed noise limits for the development.
- Monitor and report environmental noise levels from the development.

Uncontrolled noise during the construction phase has been identified as a potential issue under uncontrolled conditions. The construction phase is intended to be implemented with noise controls to adequately mitigate any noise impacts. Once completed, the operation of the motel is unlikely to exceed noise criteria due to the background noise conditions at this part of Parkes, use of the premises for short term residential accommodation, separation from nearby sensitive receivers and the implementation of management measures.

### 5.7.3. Management and Mitigation

Procedures are intended to be developed for the project during construction to reduce noise and vibration where possible. The proposed noise emissions controls to be employed at the site are as follows:

- Construction operations during daylight hours only.
- Select machinery, mobile plant and equipment to minimise noise emissions.
- Avoid unnecessary operation and reversing of plant or revving of mobile / stationary motors.
- Shut down equipment when not in use.

## 5.8. Services and Utilities

### 5.8.1. Assessment of Existing Conditions

The land has an existing connection to reticulated water and reticulated sewerage. Electricity and telecommunications are connected to the site and are generally available for extension and connection.

### 5.8.2. Assessment of Potential Impact

No new property junctions or connections to reticulated water or sewerage are proposed. Internal plumbing and drainage work will be required to service each of the new motel rooms. Internal plumbing and drainage work subject to a Section 68 approval under the LG Act 1993. The proposed development will not be above or beyond the capabilities of the reticulated water and sewerage systems.

Arrangements will be made with a Level 2 and 3 Accredited Service Provider for the undertaking of new electrical work onsite.

### 5.8.3. Mitigation and Management

The following mitigation measures are proposed:

- No physical works to commence until all relevant permits / approvals and / or licenses from relevant servicing authorities are obtained.
- Design and construction of the proposed motel in accordance with Parkes Shire Council's engineering standards and the plans of the proposed development prepared by Highlands Design Pty Ltd.

## 5.9. Biodiversity

### 5.9.1. Assessment of Existing Conditions

The site is not mapped in the Parkes LEP 2012 as containing Terrestrial Biodiversity. The site sits within the context of a commercial land use with adjacent lots containing a variety of commercial land use activities. The site of the motel is majorly devoid of native vegetation, cleared and subsequently managed for many years.

### 5.9.2. Assessment of Potential Impact

The proposed motel development involves no clearing of vegetation. A significance assessment under Section 1.7 of the EP&A Act 1979 which takes into consideration Part 7 of the BC Act 2016 has been undertaken to determine whether the proposal is likely to significantly affect threatened species and / triggers the BOS. This assessment is provided in Table 10.

**Table 10 - BC Significance Assessment**

Test	Assessment
Section 7.3(1)(a) - likely adverse affect on the life cycle of threatened species	The potential for the site to significantly affect threatened species is assessed to be low, due to the absence of required habitat. The proposal is therefore unlikely to have an adverse effect on the life cycle of these species such that a viable local population of the species is likely to be placed at risk of extinction.

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Section 7.3(l)(b) - likely adverse effect on the extent or composition of an endangered ecological community	The potential for the site to significantly affect an endangered ecological community is assessed to be low. The site is not observed to contain the necessary habitat for endangered ecological communities.
Section 7.3(l)(c) - likely adverse effects on habitat of threatened species or ecological community	As above.
Section 7.3(l)(d) - likely adverse effect on declared area of outstanding biodiversity value	The site is not a declared area of outstanding biodiversity value.
Section 7.3(l)(e) - potential for the development to be part of a key threatening / impact process	The proposal would not significantly increase the prevalence or risk of key threatening process. The site is not observed to contain the necessary habitat for endangered ecological communities. The potential for foraging over the site is already severely restricted given the context and setting of the site.

The potential impacts on the condition, ecological value and significance of the fauna and flora on the site are considered to be low and will not change as a result of the proposed development.

### 5.9.3. Mitigation and Management

No additional mitigation measures are proposed.

## 5.10. Social and Economic Impacts

### 5.10.1. Assessment of Existing Conditions

The site is located within an existing commercial area, currently containing a motel, with adjoining allotments containing mixed commercial uses including a shop, offices, business premises, a place of public worship and public administration buildings.

### 5.10.2. Assessment of Potential Impact

An assessment of potential impacts of the proposed development has been undertaken with regards to scoping methodology outlined in the Social Impact Assessment (SIA) Guideline 2017 published by the Department of Planning and Environment. Table 11 provides an assessment of the proposed development against the criteria in the SIA Guideline.

**Table 11 - Social Impact Assessment**

Matters	Key Links to Social Impacts	Risk of Impact without Mitigation	Nature of Impact	Assessment Findings
<b>Amenity</b>				
Acoustic	Way of life;	Unlikely	Negative	The development is not a noise generating activity.
Visual	Surroundings	Likely	Negative	The motel is likely to have an acceptable impact in terms of visual amenity.
Odour	Surroundings	Unlikely	Negative	The proposal will not produce odour.
Micro-climate	Surroundings	N/A	Nil	The proposal will not significantly impact micro-climate.
<b>Access</b>				



Matters	Key Links to Social Impacts	Risk of Impact without Mitigation	Nature of Impact	Assessment Findings
Access to property	Way of life;	N/A	Nil	The proposal will not impact on access to neighbouring properties.
Utilities and public transport	Access to infrastructure, services and facilities;	Unlikely	Negative	Connection to available services and utilities will be completed to requirements of relevant authorities.
Road and rail	Personal and property rights.	Unlikely	Negative	The proposed development is within the capacity of local road conditions.
<b>Built Environment</b>				
Public domain	Community;	Unlikely	Nil.	The proposal will not impact the public domain as it will be located on private land.
Public infrastructure	Access to infrastructure, services and facilities;	Unlikely	Negative	Connection to available service and utilities will be completed to requirements of relevant authorities.
Other built assets	Surroundings; Personal and property rights	Unlikely	Nil.	The proposal will not preclude public access to built assets.
<b>Heritage</b>				
Natural	Way of life;	N/A	Nil	Natural heritage of the site is not compromised by the proposed development.
Cultural	Community;	Unlikely	Negative	The proposal will not impact on cultural values in the public domain.
Aboriginal culture	Culture;	Unlikely	Negative	AHIMS search has not identified any Aboriginal cultural heritage sites.
Built	Surroundings.	Unlikely	Negative	There are no built heritage items registered on the site.
<b>Community</b>				
Health	Health and wellbeing;	Unlikely	Negative	The proposal does not create any health risks.
Safety	Surroundings	Unlikely	Negative	The proposal has been assessed as not increasing a known safety risk.
Services and facilities	Way of life, Access to infrastructure, services and facilities;	Unlikely	Nil	The proposal does not impact access to public services or facilities.
Cohesion, capital and resilience	Way of life; Community; Culture	Unlikely	Nil	The proposal is unlikely to generate impacts.

Matters	Key Links to Social Impacts	Risk of Impact without Mitigation	Nature of Impact	Assessment Findings
Housing	Way of life, Personal and property rights.	Unlikely	Nil	The proposal provides short term accommodation for tourists visiting the Parkes region.
<b>Economic</b>				
Natural resource area	Way of life;	Unlikely	Negative	The proposal will utilise available natural resources in a sustainable manner.
Livelihood	Surroundings;	N/A	Nil	The proposal is unlikely to generate impacts.
Opportunity cost	Personal and property rights	N/A	Nil	The proposal is unlikely to generate impacts.
<b>Air</b>				
Air emissions	Surroundings	Unlikely	Negative	The proposal is unlikely to generate impacts.
<b>Biodiversity</b>				
Native vegetation and fauna	Surroundings	Unlikely	Negative	Vegetation clearing is not proposed on site.
<b>Land</b>				
Structural stability, land capability, topography	Surroundings	Unlikely	Negative	The proposal will not result in significant disturbance to the receiving environment.
<b>Water</b>				
Quality, availability, flows	Surroundings	Unlikely	Negative	The proposal is unlikely to generate impacts.

Considering the proposal in the context of surrounding land-use as well as the previously addressed issues related to water, soil and air quality, noise, traffic, heritage, hazards, servicing and utilities, the proposal would be unlikely to have an unacceptable impact on the environment within or surrounding the site. The social and economic impacts of the proposal are expected to be positive in the majority.

### 5.10.3. Management and Mitigation

No additional mitigation measures are proposed.

## 06. EVALUATION AND JUSTIFICATION FOR THE PROPOSAL

### 6.1. Objectives of the EP&A Act 1979

Development Consent is being sought under Section 4.16 of the EP&A Act 1979 and must therefore satisfy the objectives of the Act. The objectives of the Act are listed below:

- To promote the social and economic welfare of the community and a better environment by the proper management, development and conservation of the State's natural and other resources.
- To facilitate ecologically sustainable development by integrating relevant economic, environmental and social considerations in decision-making about environmental planning and assessment.
- To promote the orderly and economic use and development of land.
- To promote the delivery and maintenance of affordable housing.
- To protect the environment, including the conservation of threatened and other species of native animals and plants, ecological communities and their habitats.
- To promote the sustainable management of built and cultural heritage (including Aboriginal cultural heritage).
- To promote good design and amenity of the built environment.
- To promote the proper construction and maintenance of buildings, including the protection of the health and safety of their occupants.
- To promote the sharing of the responsibility for environmental planning and assessment between the different levels of government in the State.
- To provide increased opportunity for community participation in environmental planning and assessment.

The proposal is considered to be consistent with the above objectives. An objective of the EP&A Act 1979 is for the encouragement of ecologically sustainable development (ESD), which is assessed in the next section.

### 6.2. Ecological Sustainable Development

ESD is a long-standing and internationally recognised concept. The concept has been affirmed by the 2002 World Summit for Sustainable Development and has been included in multiple pieces of Federal and State legislation. Australia's National Strategy for Ecologically Sustainable Development (1992) defines ecologically sustainable development as:

*'Development that improves the total quality of life, both now and in the future, in a way that maintains the ecological processes on which life depends.'*

The proposal has endeavoured to address long established ESD principles, as follows:

- The precautionary principle - No serious environmental threats have been identified. No delays to the final design investigations or assessment process are recommended to allow for additional information / studies / surveys to take place under different climatic or seasonal conditions.
- Inter-generational (social) equity - Social equity provides a notion of preservation of environmental aspects that cannot be replaced for the enjoyment of future generations. Generally, such aspects relate to biodiversity, cultural heritage, land-use and the transformation of the locality as a result of the development. The proposal has considered such aspects and the SEE assessment concludes that environmental impacts will be minimal. By adopting the recommendations in this SEE for the construction and operational phases, the operation of intergenerational equity can be maintained.

- Conservation of biological and ecological integrity - Given the highly disturbed / modified nature of the site, no significant flora or fauna issues have been identified. Procedures will be implemented during construction and operation of the premises to minimise potential risks on the environment.
- Improved valuation, pricing and incentive mechanisms - The small volumes of waste generated from the proposal will be appropriately managed to minimise impacts on common public areas, the appropriate pricing mechanism are used to reflect the user pays approach to environmental management.

### **6.3. Other Relevant Considerations**

#### **6.3.1. Safety, Security and Crime Prevention**

The design of the proposed motel has focused on the safety and well-being of all users, including construction works and future site occupants. The design maintains good safety standards. Adequate site security will be maintained and clear sightlines around accesses to the site to ensure safety of traffic.

A Crime Prevention Through Environmental Design Assessment has been undertaken in which it is considered the design of the proposed development is acceptable having regard to the location of the land, the characteristics of the existing natural and built features of the surrounding environment and the mitigation measures proposed in the design, operation and maintenance of future properties.

The design of the proposed motel will include security measures, consistent with the principles of Crime Prevention Through Environmental Design (CPTED).

#### **6.3.2. Cumulative Impacts**

The potential environmental impacts of the proposed motel development have been detailed in the relevant sections of the SEE. The proposal is not expected to generate significant impacts in terms of water and air quality, noise and amenity, safety, loss of views, traffic or parking. The proposal is considered compatible with the site and its surrounds and does not contribute to having a significant cumulative impact.

#### **6.3.3. Suitability of the Site for the Development**

The site has the capacity to support the proposal without creating adverse impacts on the site or adjoining land. With regards to other considerations including serviceability, context and setting, potential environmental impact, and land-use / zoning permissibility, the subject land is assessed to be suitable for the proposed development.

#### **6.3.4. Public Interest**

The proposed site has been identified for a motel and is permitted on the land as per the Parkes LEP 2012 and the Parkes DCP 2021. There are no specific policy statements from either Federal or State Government that are relevant to the proposal, nor any planning studies or strategies that need to be taken into account. There are no covenants, easements or agreements that affect the proposal in the long term. The proposal is assessed to pose no significant detrimental impacts on the public interest.

## 07. CONCLUSION

This Statement of Environmental Effects has been prepared by Currajong Pty Ltd on behalf of Highlands Design Pty Ltd for a proposed motel and car park on Lot 7 DP 1084707, Lot 8 Section 1 DP 758827, Lot 9 DP 651068 and Lot E DP 26318, 10-14 Court Street, Parkes.

The proposed motel will be sited towards the south-east corner of the site. The development involves the construction of a 430m<sup>2</sup> building which will provide five motel units containing a private bathroom, open plan kitchenette, bedroom and dining / entertaining area, with an attached patio. Two of the units will have accessible facilities. A manager's unit, a reception and office area with an accessible toilet and a guest laundry are also proposed. Ancillary site works including boundary fencing, landscaping, signage and car parking will also be undertaken during construction of the facility.

The subject land is zoned E1 Local Centre under the Parkes Local Environmental Plan 2012 which permits motels with consent. The proposed motel has been assessed against the provisions of the Parkes Local Environmental Plan 2012 and the Parkes Shire Development Control Plan 2021 and complies with all relevant standards.

The plans of the proposed development prepared by Highlands Design Pty Ltd show the extent of the proposed development on the land.

The assessment of the proposed motel development has been documented in this Statement of Environmental Effects to visualise all aspects of the relevant matters for consideration under the Environmental Planning and Assessment Act 1979 and Environmental Planning and Assessment Regulation 2021. The assessment concludes the proposal is permissible under the Parkes Local Environmental Plan 2012 and the Parkes Shire Development Control Plan 2021.

It is recommended that sufficient information has been submitted with the Development Application to allow Parkes Shire Council to make an informed decision on the proposal. It is the findings of this Statement of Environmental Effects that the proposed development is capable of being supported by Council.



## **National Construction Code Building Code of Australia (2022)**

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### **BCA Assessment Report - Section J**

**Proposed motel accommodation rooms & office –  
Court Street Motel, 10-14 Court Street, Parkes NSW.**

**Prepared for Highlands Design**

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**Report No:** 23045

**Version:** A

**Date prepared:** 26/08/2024

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Building Code of Australia - Section J - BASIX & NatHERS

## Register

Issue No	Remarks	Date
A		26/08/2024

## Introduction

This Section J – Energy Efficiency report has been prepared for Highlands Design and refers to the proposed motel accommodation at 10-14 Court Street, Parkes NSW.

The report is based on, and limited to, the information shown on the following documentation:

- Project: proposed motel rooms (sheets A-01 to A-06 dated 23/07/2024).

## Exclusions

This report does not include:

- Assumptions regarding the design intention or the like (except as noted in the report).
- An assessment of sections A through to H of the Building Code of Australia (2022).

## Report Format

The report identifies the parts of Section J of the Building Code of Australia (2022) relevant to the project as summarised in the following table (see below).

The prescriptive BCA requirements and status of each of the relevant parts is discussed in the following body of the report.

## Building description

- Proposed motel accommodation at 10-14 Court Street, Parkes NSW.
- BCA Building Classification – 3, 4 & 5
- Floor area of new works (approximate) – 420 m2 (new office and accommodation rooms)
- BCA climate zone - 4
- The 5 accommodation rooms and reception / office meet the criteria for a conditioned space and as such the construction of this part of the building will require compliance with Section J (Parts J4 to J9)
- The managers unit (Class 4 part) is addressed separately under BASIX.

## Section J – Energy Efficiency

BCA Section J – parts	Referenced	Comment
J2D2 – Application of Section J	Y	compliance readily achievable
J3D3 – Heating and Cooling Loads Class 2 & 4	N	not applicable
J3D4 – Ceiling Fans Class 2 & 4	N	not applicable
J3D5 – Roof Thermal Breaks Class 2 & 4	N	not applicable
J3D6 – Wall Thermal Breaks Class 2 & 4	N	not applicable
J4D3 – Thermal Construction General	Y	compliance readily achievable
J4D4 – Roof and Ceiling Construction	Y	compliance readily achievable
J4D5 – Roof Lights	N	n/a – not present
J4D6 – Walls and Glazing	Y	compliance readily achievable
J4D7 – Floors	Y	compliance readily achievable
J5D3 – Chimneys and Flues	N	n/a – not present
J5D4 – Roof Lights	N	n/a – not present
J5D5 – Windows and Doors	Y	compliance readily achievable
J5D6 – Exhaust Fans	Y	compliance readily achievable
J5D7 – Construction of roofs, walls and floors	Y	compliance readily achievable
J5D8 – Evaporative coolers	N	n/a – not present
J6D3 – Air-conditioning system control	Y	compliance readily achievable
J6D4 – Mechanical ventilation system control	N	n/a – not present
J6D5 – Fans and duct systems	N	n/a – not present
J6D6 – Ductwork insulation	Y	compliance readily achievable
J6D7 – Ductwork sealing	N	n/a – not present
J6D8 – Pump systems	N	n/a – not present
J6D9 – Pipework insulation	N	n/a – not present
J6D10 – Space heating	Y	compliance readily achievable
J6D11 – Refrigerant chillers	N	n/a – not present
J6D12 – Unitary air-conditioning equipment	Y	compliance readily achievable
J6D13 – Heat rejection equipment	N	n/a – not present
J7D3 – Artificial lighting	Y	compliance readily achievable
J7D4 – Interior artificial lighting and power control	Y	compliance readily achievable
J7D5 – Interior decorative and display lighting	N	n/a – not present
J7D6 – Exterior artificial lighting	Y	compliance readily achievable
J7D7 – Boiling water and chilled water storage units	N	n/a – not present
J7D8 – Lifts	N	n/a – not present
J7D9 – Escalators and moving walkways	N	n/a – not present
J8D2 – Heated water supply	Y	compliance readily achievable
J8D3 – Swimming pool heating & pumping	N	n/a – not present
J8D4 – Spa pool heating and pumping	N	n/a – not present
J9D3 – Facilities for energy monitoring	Y	compliance readily achievable
J9D4 – Facilities for electric vehicle charging	N	not applicable
J9D5 – Facilities for solar PV and battery systems	Y	compliance readily achievable

## Section J – Energy Efficiency Assessment – Analysis

The parts identified in the previous table are further analysed and comments regarding the project are included in italics and bold.

A summary sheet is included which should be attached to the drawings and read in conjunction with this report.

BCA Reference	Prescriptive BCA requirements / comments
J2D2 Application of Section J	Performance requirement J1P1 is satisfied by complying with Parts J4, J5, J6, J7, J8 and J9.
J4D3 Thermal Construction general	Where required, insulation must comply with AS/NZS 4859.1 and be installed so that it abuts or overlaps adjoining insulation and forms a continuous barrier with ceilings, walls, bulkheads, floors or the like.  <b>Compliance to be certified during construction.</b>
J4D4 Roof and Ceiling Construction	The ceiling must achieve a <i>Total R-Value</i> greater than or equal to R3.7 for a downward direction of heat flow;  And;  The solar absorptance (SA) of the upper surface of the roof sheeting must be not more than 0.45.  Compliance with J4D4 can be achieved by the following combination: <ul style="list-style-type: none"> <li>• <i>Installation of R3.5 bulk insulation above the ceiling; and</i></li> <li>• <i>Reflective sarking / anticon blanket under light colour roof sheeting (SA&lt;0.45)</i></li> </ul> Note: recessed lighting will reduce the effectiveness of ceiling insulation. Contact author of report for advice if recessed lighting is proposed.  <b>Compliance to be certified during construction.</b>

J4D6 Walls & glazing	<p>The Total System U-Value of the internal and external wall-glazing construction must not be greater than U2.0 (class 6 part) and U1.1 (class 3 parts); and the Total System U-Value of wall-glazing construction must be calculated in accordance with Specification 37.</p> <p>And;</p> <p>The solar admittance of externally facing wall-glazing construction must not be greater than the values specified in Table J4D6b &amp; J4D6c; and the solar admittance of a wall-glazing construction must be calculated in accordance with Specification 37.</p> <p>Compliance with J4D6 can be achieved by the following insulation and glazing combination(s):</p> <p><u>External walls</u> Brick veneer walls:</p> <ul style="list-style-type: none"> <li>Installation of R2.7 bulk insulation within a minimum 90mm timber framed wall.</li> </ul> <p>Note: if any external clad framed walls are steel framed, an R0.2 thermal break is required beneath the external cladding (AirCell Insulbreak or similar).</p> <p><u>Motel rooms - Glass doors (rooms 15-19):</u>  <math display="block">\frac{\text{Total U value (NFRC)}}{\text{value are satisfactory}} = 3.0 \text{ (U values lower than this value are satisfactory)}</math> <math display="block">\text{Total SHGC value (NFRC)} = 0.27 \text{ (SHGC values lower than this value are satisfactory)}</math></p> <p><u>Motel rooms - Windows (rooms 15 &amp; 19):</u>  <math display="block">\frac{\text{Total U value (NFRC)}}{\text{value are satisfactory}} = 5.0 \text{ (U values lower than this value are satisfactory)}</math> <math display="block">\text{Total SHGC value (NFRC)} = 0.40 \text{ (SHGC values lower than this value are satisfactory)}</math></p> <p><u>Office area - Windows and glass doors (all external facades):</u>  <math display="block">\frac{\text{Total U value (NFRC)}}{\text{value are satisfactory}} = 5.0 \text{ (U values lower than this value are satisfactory)}</math> <math display="block">\text{Total SHGC value (NFRC)} = 0.40 \text{ (SHGC values lower than this value are satisfactory)}</math></p> <p><u>Office &amp; corridor area - Glass doors (D2 &amp; D3):</u>  <math display="block">\frac{\text{Total U value (NFRC)}}{\text{value are satisfactory}} = 5.8 \text{ (U values lower than this value are satisfactory)}</math> <math display="block">\text{Total SHGC value (NFRC)} = 0.60 \text{ (SHGC values lower than this value are satisfactory)}</math></p> <p>Note: Any variation to the shading indicated on the plans will require a reassessment of the glass type specified in J1.5.</p> <p><b>Compliance to be certified during construction.</b></p>
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J4D7 Floors	<p>The proposed floor construction consists of a concrete slab on ground (no in-slab heating). The floor slab requires a minimum total construction R-value of R2.0 for a downward direction of heat flow.</p> <p>Compliance with J4D7 is achieved by the R-value of soil in contact with the underside of the slab (R&gt;2.0). No additional insulation is required.</p> <p><b>Compliance to be certified during construction.</b></p>
J5D5 Windows and Doors	<p>The following draught sealing is required:</p> <ul style="list-style-type: none"> <li>• A foam seal around the perimeter of the frame and a draught stopper along the bottom edge of external doors.</li> <li>• External doors to be fitted with a self-closer.</li> <li>• Windows to be fitted with weather seals.</li> </ul> <p><b>Compliance to be certified during construction.</b></p>
J5D6 Exhaust fans	<p>Any exhaust fans in the bathrooms must be fitted with a self-closing damper or the like.</p> <p><b>Compliance to be certified during construction.</b></p>
J5D7 Construction of roof, walls and floors	<p>Construction of the conditioned spaces using plasterboard lined walls and ceilings with cornices, skirting and architraves will achieve draught sealing compliance.</p>
J6D3 Air-conditioning system control	<p>The air-conditioning system control must comply with the requirements of J6D3 (1), (2), and (3) as applicable.</p> <p>The following general controls apply to air-conditioning systems:</p> <ul style="list-style-type: none"> <li>• An air-conditioning system must be capable of being deactivated when the building or part of a building served by that system is not occupied; and comply with J6D3 (1) as applicable.</li> <li>• Single conditioned zone OR when serving more than 1 zone, thermostatically control the temperature of each zone in accordance with J6D3 (1)(b).</li> <li>• A time switch must be provided to control — <ul style="list-style-type: none"> <li>○ an air-conditioning system of more than 2 kW<sub>r</sub>; and</li> <li>○ a heater of more than 1 kW<sub>heating</sub> used for air-conditioning.</li> </ul> </li> </ul> <p>The time switch must be capable of switching electric power on and off at variable pre-programmed times and on variable pre-programmed days.</p> <p><b>Compliance to be certified during construction.</b></p>

J6D6 Ductwork insulation	<p>(If installed) Ductwork and fittings in an air-conditioning system must be provided with insulation complying with AS/NZS 4859.1; and the requirements of J6D6 (1-4) as applicable.</p> <ul style="list-style-type: none"> <li>All supply and return ductwork insulated to R1.0 and sealed.</li> </ul> <p><b>Compliance to be certified during construction.</b></p>
J6D10 Space heating	<p>Space heating forming part of an air-conditioning system must comply with the requirements of J6D10 (1)(a), (b), (c), and (d) as applicable.</p> <p>Compliance with J6D10 can be achieved using the following space heating system:</p> <ul style="list-style-type: none"> <li>heat pump heater (package AC system complying with MEPS).</li> </ul>
J6D12 Unitary air-conditioning equipment	<p>Unitary air-conditioning equipment including packaged air-conditioners, split systems, and variable refrigerant flow systems must comply with MEPS.</p> <p><b>Compliance to be certified during construction.</b></p>
J7D3 Artificial lighting	<p>The aggregate maximum illumination power density must not exceed the following (except as allowed by adjustment factors from table J7D3b where motion detectors, dimming, daylight sensors or room size allows).</p> <p>See author of report for upgrade calculations if limits noted below are unachievable -</p> <ul style="list-style-type: none"> <li>Office area: 4.5W / sq.m.</li> <li>Accommodation rooms: 5W / sq.m.</li> <li>Corridor areas: 5W / sq.m.</li> <li>Office bathroom: 3W / sq.m.</li> <li>Guest laundry: 1.5W / sq.m.</li> </ul> <p>The above wattage allowances generally limit all fixed lighting to low wattage fluorescent or LED sources.</p> <p>The following is exempt from the above:</p> <ul style="list-style-type: none"> <li>Emergency lighting required by part E4.</li> <li>Signage lighting.</li> <li>A heater where the heater also emits light, such as in a bathroom.</li> <li>Lighting of a specialist process nature.</li> </ul> <p><b>Compliance to be certified during construction.</b></p>

<p>J7D4 Interior artificial lighting and power control</p>	<p>Artificial lighting and power within the building must incorporate the following controls:</p> <ul style="list-style-type: none"> <li>• All artificial lighting of a room or space must be individually operated by a switch or other control device; or a combination of both.</li> <li>• An occupant activated device, such as a room security device, a motion detector in accordance with Specification 40, or the like, must be provided in the sole-occupancy units to cut power to the artificial lighting, air-conditioner, local exhaust fans and bathroom heater when the sole-occupancy unit is unoccupied.</li> <li>• An artificial lighting switch or other control device must (if an artificial lighting switch) be located: <ul style="list-style-type: none"> <li>○ in a visible and easily accessed position in the room or space being switched; or in an adjacent room or space from where 90% of the lighting being switched is visible; and</li> <li>○ not operate lighting for an area of more than 250 m<sup>2</sup>.</li> </ul> </li> <li>• 95% of the light fittings (other than the Class 3 part of the building) must be controlled by: <ul style="list-style-type: none"> <li>○ a time switch in accordance with Specification 40; or</li> <li>○ an occupant sensing device such as a security key card reader that registers a person entering and leaving the building; or a motion detector in accordance with Specification 40.</li> </ul> </li> <li>• artificial lighting in a natural lighting zone adjacent to windows must be separately controlled from artificial lighting not in a natural lighting zone in the same storey except where permitted by J7D4 (5)(a-c).</li> </ul> <p>The above requirements do not apply to the following:</p> <ul style="list-style-type: none"> <li>• Emergency lighting in accordance with Part E4; and</li> <li>• Where artificial lighting is needed for 24-hour occupancy; and</li> <li>• Artificial lighting in a space where the sudden loss of artificial lighting would cause an unsafe situation; and</li> <li>• A heater where the heater also emits light, such as in bathrooms.</li> </ul> <p><b>Compliance to be certified during construction.</b></p>
<p>J7D6 Exterior artificial lighting</p>	<p>Artificial lighting around the perimeter of the building must:</p> <ul style="list-style-type: none"> <li>• Be controlled by a daylight sensor or time switch (complying with Specification 40), and</li> <li>• When the total perimeter lighting load exceeds 100W – <ul style="list-style-type: none"> <li>○ Must use LEDs for 90% of the total lighting load; or</li> <li>○ Be controlled by a motion sensor (complying with Specification 40)</li> </ul> </li> <li>• When used for façade or signage lighting have a separate time switch in accordance with Specification 40.</li> </ul> <p>Emergency lighting required by part E4 is exempt from the above.</p> <p><b>Compliance to be certified during construction.</b></p>

J8D2 Heated water supply	A heated water supply system for food preparation and sanitary purposes must be designed and installed in accordance with Part B2 of NCC Volume Three — Plumbing Code of Australia).
J9D3 Facilities for energy monitoring	<p>The following facilities for energy monitoring are required:</p> <ul style="list-style-type: none"> <li>Gas and/or electricity meters (existing meters assumed to comply with energy retailers' requirements).</li> <li>Sub metering of individual building services is not required.</li> </ul>
J9D5 – Facilities for solar PV and battery systems	<p>The following facilities for solar PV and battery systems are required:</p> <ul style="list-style-type: none"> <li>The main electrical switchboard is designed to accommodate a future solar PV and battery system in accordance with J9D5(1)(a); and</li> <li>At least 20% of the roof area is left clear for the installation of solar panels.</li> </ul> <p><b>Compliance to be certified during construction.</b></p>

**Section J BCA requirements – 10-14 Court St, Parkes**

(to be read in conjunction with Section J report)

**Insulation**

- Roof (light colour with SA<0.45): reflective sarking / anticon blanket
- Ceiling: R3.5
- External walls: R2.7 bulk insulation
- Internal walls adjoining corridor / laundry / adjoining unit: R2.7 bulk insulation
- Floor: Nil
- Thermal breaks required for steel framed construction: R0.2

**External windows & glass doors**

- Accommodation units: refer to report for U & SHGC
- Office: refer to report for U & SHGC
- Openable windows / glass doors to be fitted with weather seals

**Draught sealing**

- External doors to be fitted with foam seal around perimeter, draught stopper along bottom edge and self-closer.
- Bathroom exhaust fans to be fitted with a self-closing damper.

**Air conditioning**

- To comply with Part J6 as applicable
- Package AC units to comply with MEPS
- Ductwork (if installed) to be insulated to R1.0
- Single conditioned zone OR when serving more than 1 zone, thermostatically control the temperature of each zone in accordance with J6D3.
- All AC units with a heating or cooling capacity of more than 2kW<sub>r</sub> require a time switch controller (refer to Specification 40 of BCA for details).
- To be deactivated in each motel unit when an external door is open for more than 1 minute.

**Internal lighting & power control**

- Laundry area - maximum illumination power density of 1.5 W/m<sup>2</sup>
- Office area - maximum illumination power density of 4.5 W/m<sup>2</sup>.
- Accommodation rooms - maximum illumination power density of 5 W/m<sup>2</sup>.
- Corridors - maximum illumination power density of 5 W/m<sup>2</sup>.
- Office toilet area - maximum illumination power density of 3 W/m<sup>2</sup>
- 95% of lighting to be controlled by a time switch or occupant sensing device.
- Maximum of 250 sq.m of lighting controlled per light switch.
- An occupant activated device such as a room security device, motion sensor, card reader, card switch or the like is to be installed to cut power to lighting, air-conditioner, exhaust fan and bathroom heater (if present) when a motel room is unoccupied.

**External lighting**

- All new external lighting to be controlled by either a daylight sensor or time switch and where total perimeter lighting exceeds 100W have a minimum of 90% of light fittings to be LED or be controlled by a motion sensor complying with Specification 40.
- Façade lighting or illuminated signs to be controlled by a time switch or daylight sensor complying with Specification 40.

**Hot water supply**

- Heated sanitary water systems to be designed and installed as per part B2 NCC vol. 3

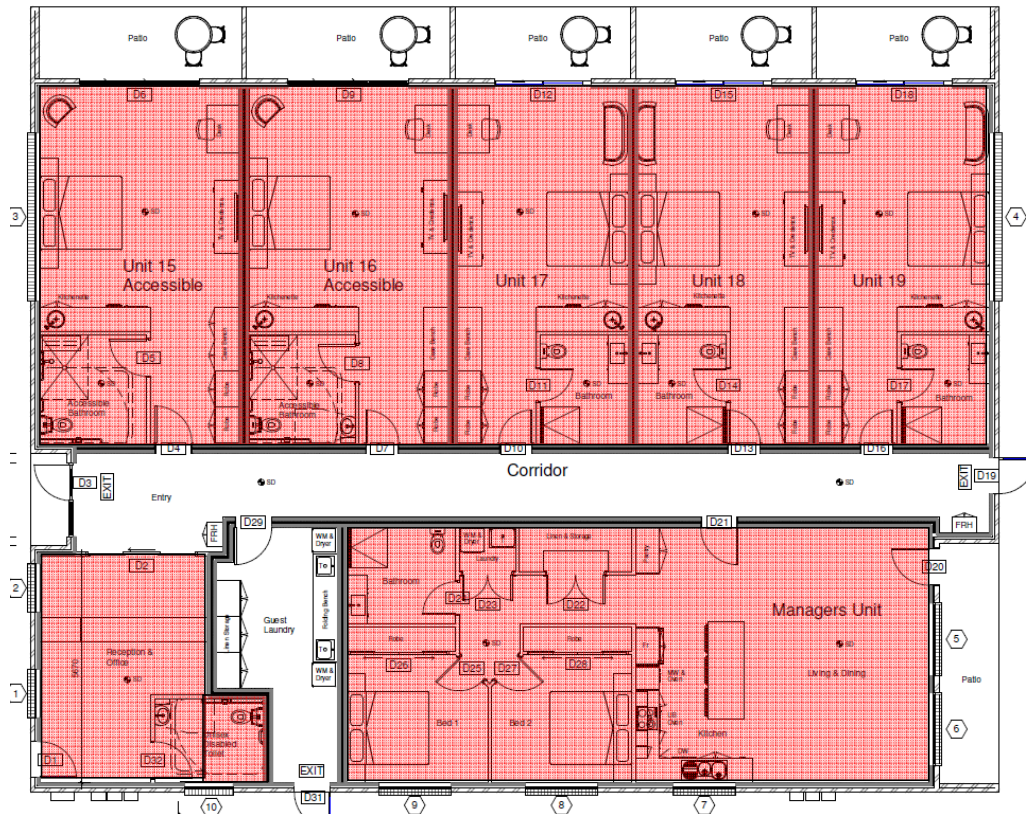
**Metering of gas / electricity**

- Electricity and gas meters (as per supply authority requirements) are to be installed.
- Submetering is not required.
- Main switchboard with provision for future solar PV & battery system.
- 20% of roof space left clear for future solar PV system.

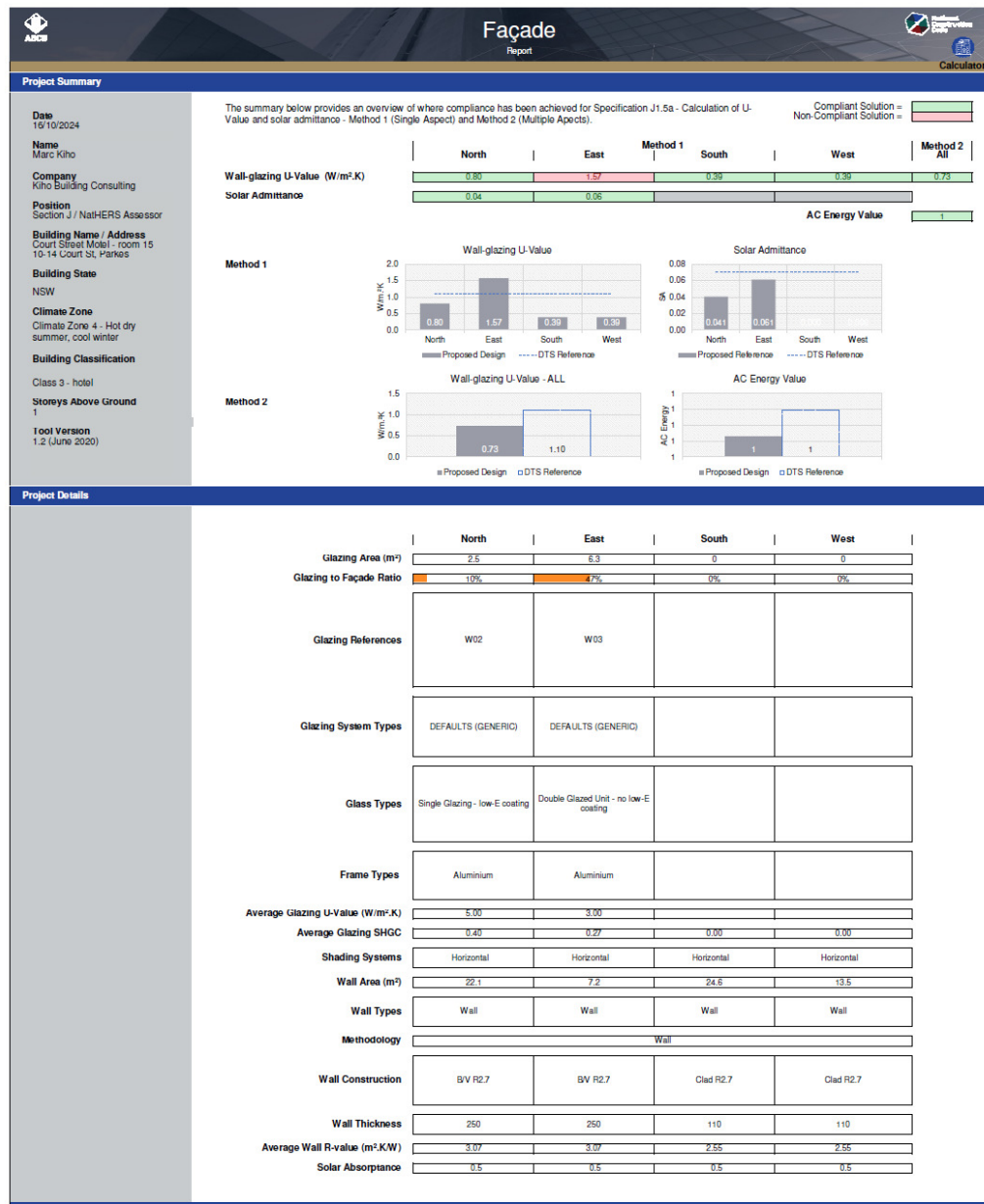


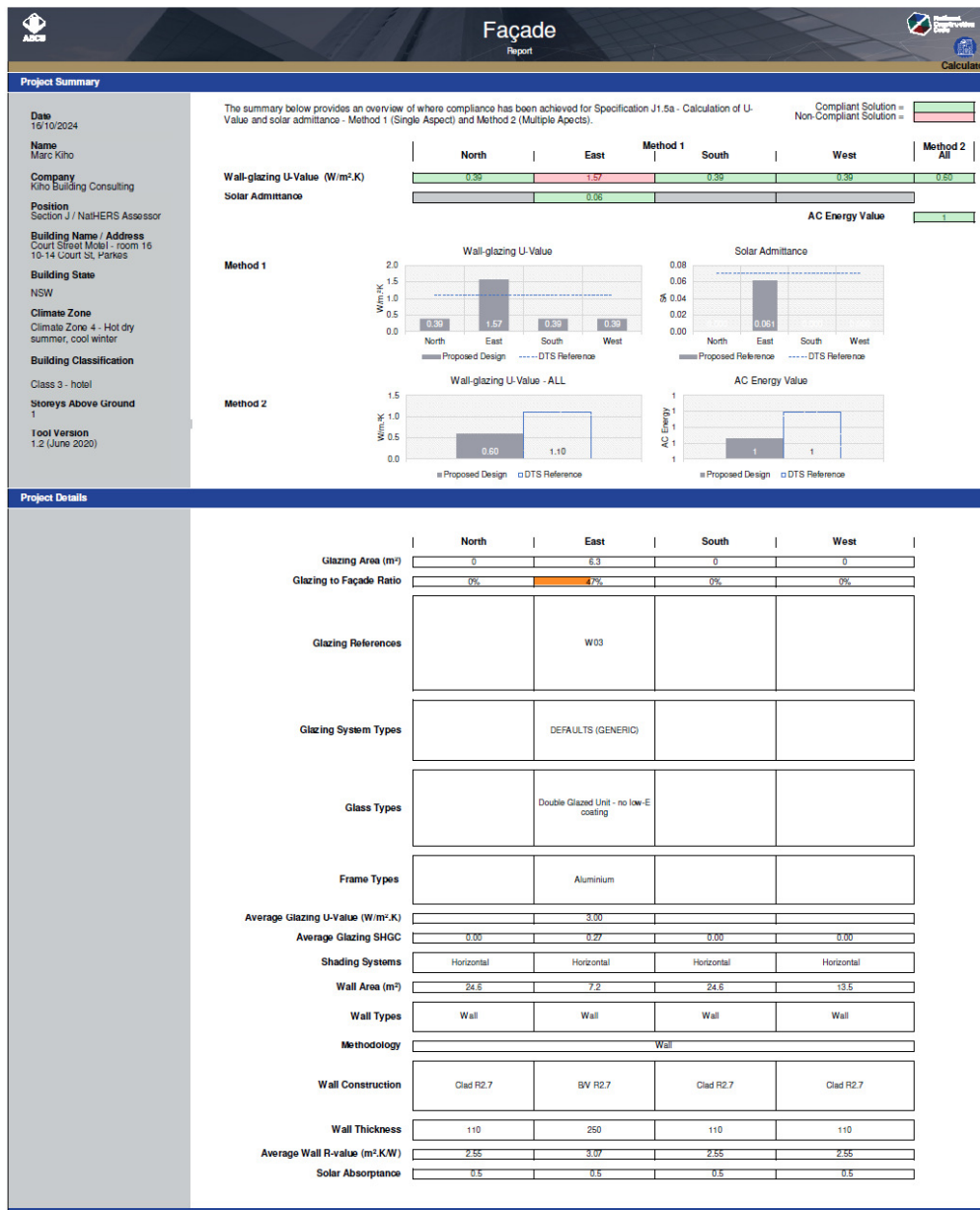
## Attachments

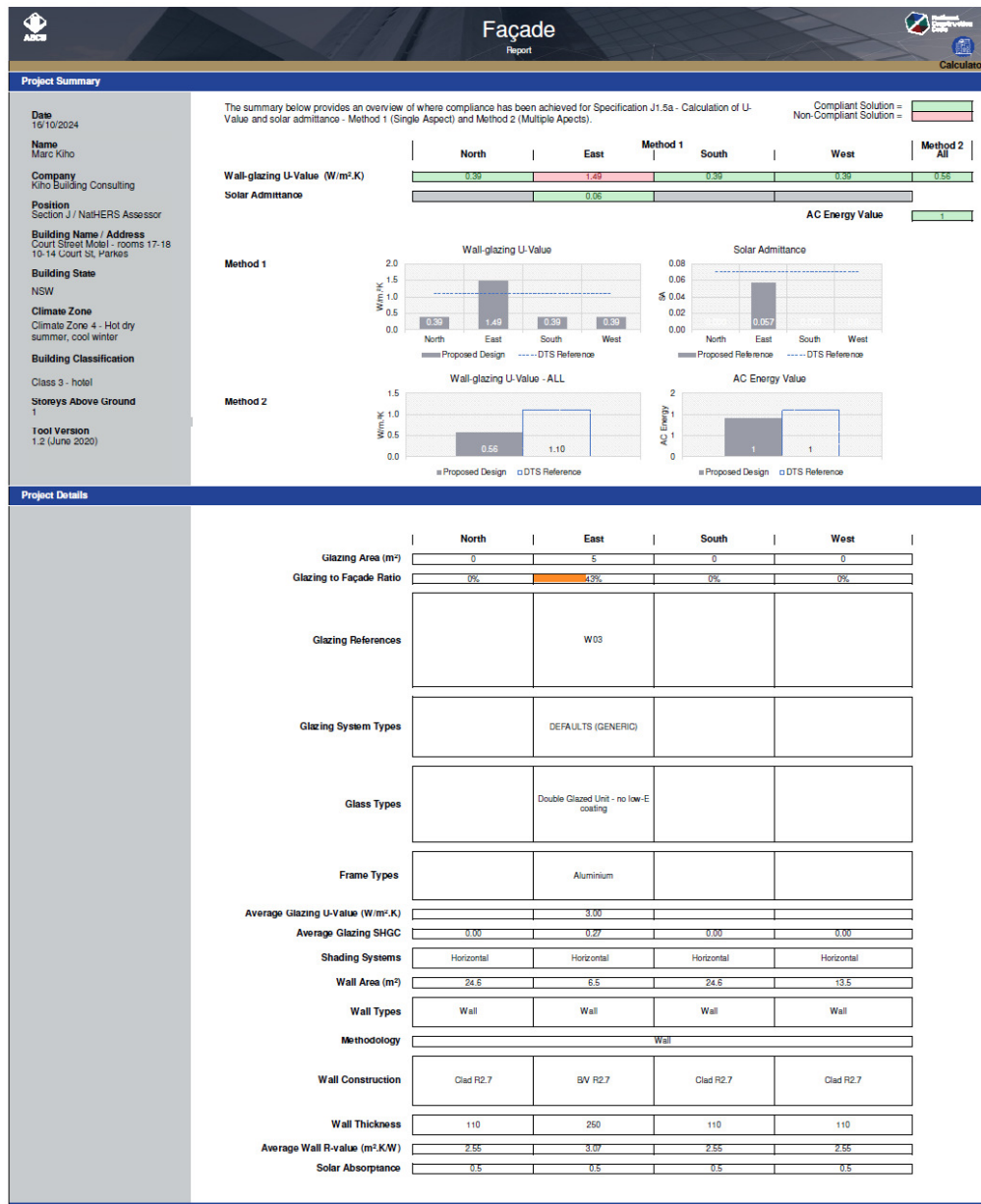
1/ Conditioned floor areas shown **red** below.

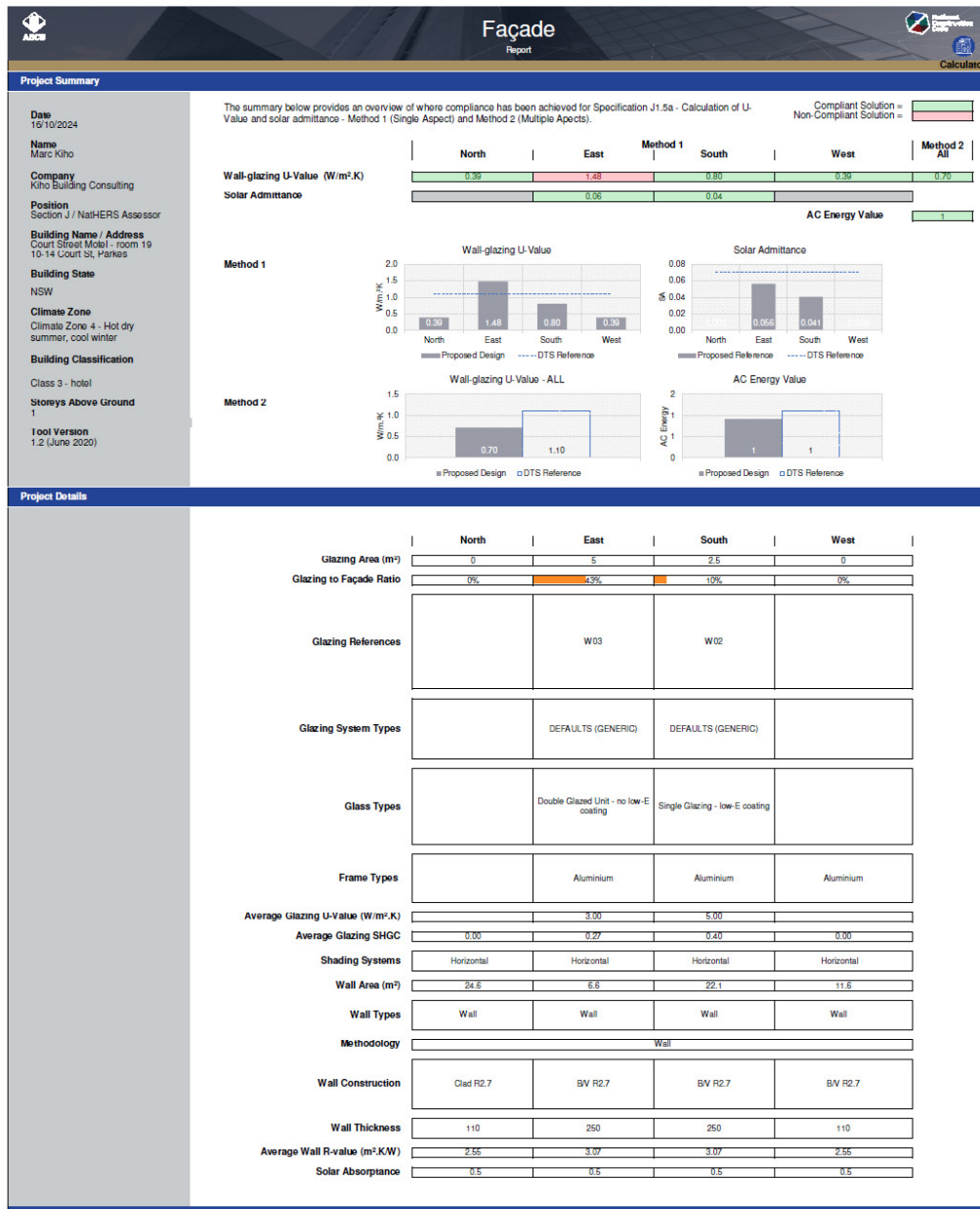


2/ Façade reports (compliance achieved with method 2).

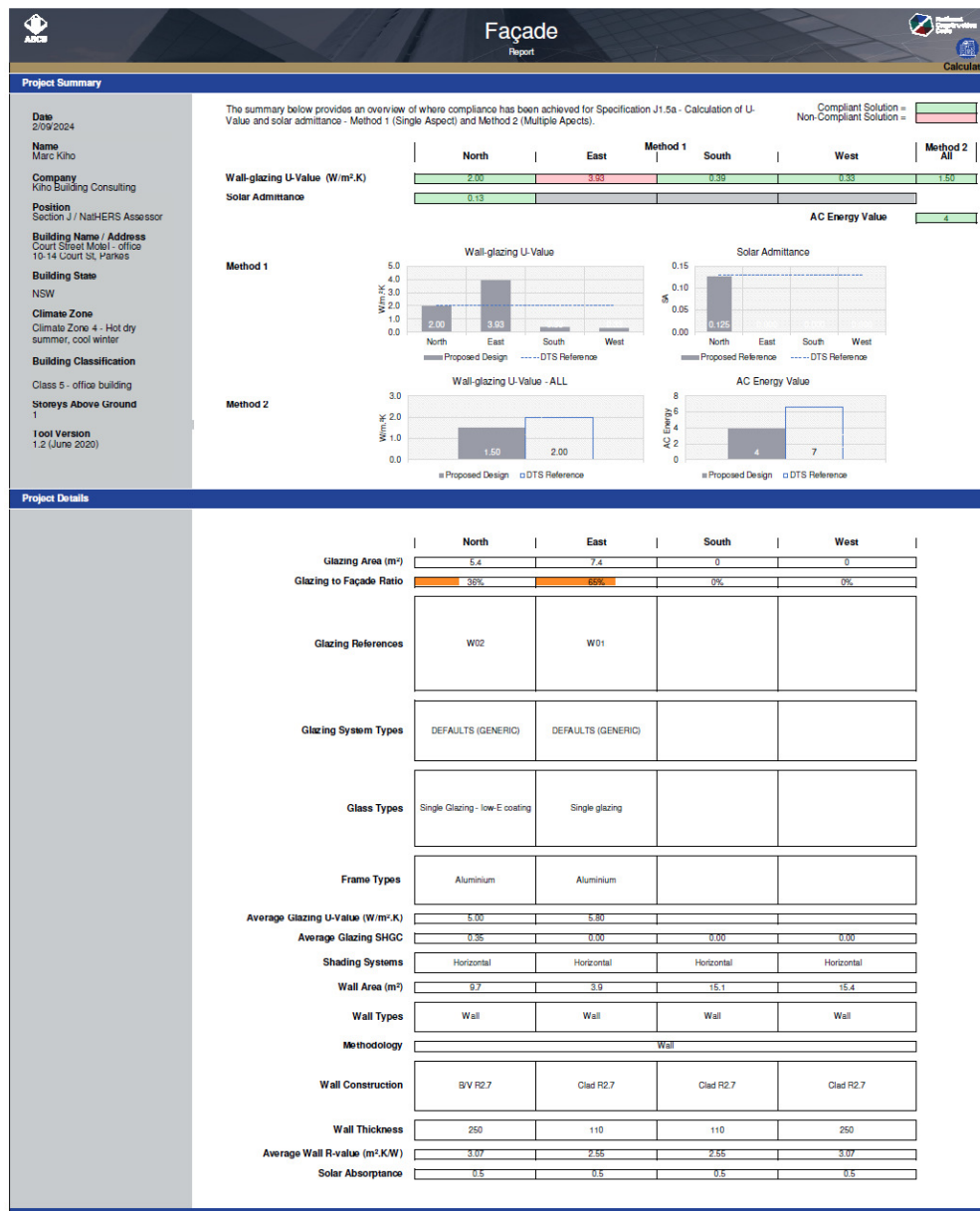














3/ Lighting calculations.



ABCB

## Non-residential Lighting



National Construction Code


[Calculator](#)

**Building name/description**  
10-14 Court St, Parkes NSW

Number of rows preferred in table below: 5 (as currently displayed)

**Classification**  
Class 3

ID	Description	Floor area of the space	Perimeter of the space	Floor to ceiling height	Design illumination power load	Space	Illuminance		Adjustment factor 1			Adjustment factor 2			Light colour adjustment factors		SATISFIES PART 4723		
							Designed lux level	Recommended lux level	Adjustment factor 1	Dimming % area	Illuminance burndown	Adjustment factor 2	Dimming % area	Illuminance burndown	Light colour adjustment factor 1	Light colour adjustment factor 2	System illumination power load allowance	Lighting system shape of % of aggregate allowance used	
1	Entry (5-10 seats)	45.0 m²		2.80 m	180 W	Corridor of a Class 3 building used for parking & entry									at 0.75 x 0.75	at 0.75 x 0.75	180 W	36% of 99%	
2	Corridor	38.0 m²		2.80 m	120 W	Corridor									at 0.75 x 0.75	at 0.75 x 0.75	120 W	36% of 99%	
3	Office	21.0 m²		2.80 m	60 W	Office - unoccupied for an extended period									at 0.75 x 0.75	at 0.75 x 0.75	60 W	14% of 99%	
4	Office bathroom	5.0 m²		2.50 m	15 W	Public toilet, office, staff room, rest room and the like									at 0.75 x 0.75	at 0.75 x 0.75	15 W	2% of 99%	
5	Laundry	16.0 m²		2.50 m	24 W	Service area, shower room and the like									at 0.75 x 0.75	at 0.75 x 0.75	24 W	0% of 99%	
						<b>Total</b>	499 W												<b>Total</b> 536 W

If inputs are valid 

**IMPORTANT NOTICE AND DISCLAIMER IN RESPECT OF THIS LIGHTING CALCULATOR**

The calculator is provided as a guide only. It is not intended to be used as a substitute for professional advice. The calculator is provided as a guide only. It is not intended to be used as a substitute for professional advice. The calculator is provided as a guide only. It is not intended to be used as a substitute for professional advice.

# BASIX<sup>®</sup>Certificate

Building Sustainability Index [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au)

## Single Dwelling

Certificate number: 1769304S

This certificate confirms that the proposed development will meet the NSW government's requirements for sustainability, if it is built in accordance with the commitments set out below. Terms used in this certificate, or in the commitments, have the meaning given by the document entitled "BASIX Definitions" dated 10/09/2020 published by the Department. This document is available at [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au)

Secretary

Date of issue: Friday, 18 October 2024

To be valid, this certificate must be submitted with a development application or lodged with a complying development certificate application within 3 months of the date of issue.



Project summary		
Project name	24274_10-14 Court St	
Street address	10 COURT Street PARKES 2870	
Local Government Area	Parkes Shire Council	
Plan type and plan number	Deposited Plan DP758827	
Lot no.	8	
Section no.	1	
Project type	dwelling house (attached)	
No. of bedrooms	2	
Project score		
Water	✔ 32	Target 30
Thermal Performance	✔ Pass	Target Pass
Energy	✔ 91	Target 65
Materials	✔ -45	Target n/a

### Certificate Prepared by

Name / Company Name: Marc Kiho

ABN (if applicable): 99309889330

## Description of project

### Project address

Project name	24274_10-14 Court St
Street address	10 COURT Street PARKES 2870
Local Government Area	Parkes Shire Council
Plan type and plan number	Deposited Plan DP758827
Lot no.	8
Section no.	1

### Project type

Project type	dwelling house (attached)
No. of bedrooms	2

### Site details

Site area (m <sup>2</sup> )	713
Roof area (m <sup>2</sup> )	470
Conditioned floor area (m <sup>2</sup> )	93.0
Unconditioned floor area (m <sup>2</sup> )	0.0
Total area of garden and lawn (m <sup>2</sup> )	50
Roof area of the existing dwelling (m <sup>2</sup> )	0

### Assessor details and thermal loads

Assessor number	20094
Certificate number	0009823535
Climate zone	48
Area adjusted cooling load (MJ/m <sup>2</sup> .year)	8
Area adjusted heating load (MJ/m <sup>2</sup> .year)	62

### Project score

Water	✓ 32	Target 30
Thermal Performance	✓ Pass	Target Pass
Energy	✓ 91	Target 65
Materials	✓ -45	Target n/a

## Schedule of BASIX commitments

The commitments set out below regulate how the proposed development is to be carried out. It is a condition of any development consent granted, or complying development certificate issued, for the proposed development, that BASIX commitments be complied with.

Water Commitments	Show on DA plans	Show on CC/CDC plans & specs	Certifier check
<b>Fixtures</b>			
The applicant must install showerheads with a minimum rating of 3 star (> 7.5 but <= 9 L/min) in all showers in the development.		✓	✓
The applicant must install a toilet flushing system with a minimum rating of 4 star in each toilet in the development.		✓	✓
The applicant must install taps with a minimum rating of 4 star in the kitchen in the development.		✓	
The applicant must install basin taps with a minimum rating of 4 star in each bathroom in the development.		✓	
<b>Alternative water</b>			
<b>Rainwater tank</b>			
The applicant must install a rainwater tank of at least 3000 litres on the site. This rainwater tank must meet, and be installed in accordance with, the requirements of all applicable regulatory authorities.	✓	✓	✓
The applicant must configure the rainwater tank to collect rain runoff from at least 150 square metres of the roof area of the development (excluding the area of the roof which drains to any stormwater tank or private dam).		✓	✓
The applicant must connect the rainwater tank to: <ul style="list-style-type: none"> <li>at least one outdoor tap in the development (Note: NSW Health does not recommend that rainwater be used for human consumption in areas with potable water supply.)</li> </ul>		✓	✓



Thermal Performance and Materials commitments	Show on DA plans	Show on CC/CDC plans & specs	Certifier check
<b>Simulation Method</b>			
Assessor details and thermal loads			
The applicant must attach the certificate referred to under "Assessor Details" on the front page of this BASIX certificate (the "Assessor Certificate") to the development application and construction certificate application for the proposed development (or, if the applicant is applying for a complying development certificate for the proposed development, to that application). The applicant must also attach the Assessor Certificate to the application for an occupation certificate for the proposed development.			
The Assessor Certificate must have been issued by an Accredited Assessor in accordance with the Thermal Comfort Protocol.			
The details of the proposed development on the Assessor Certificate must be consistent with the details shown in this BASIX certificate, including the Cooling and Heating loads shown on the front page of this certificate and the "Construction" and "Glazing" tables below.			
The applicant must show on the plans accompanying the development application for the proposed development, all matters which the Assessor Certificate requires to be shown on those plans. Those plans must bear a stamp of endorsement from the Accredited Assessor to certify that this is the case. The applicant must show on the plans accompanying the application for a construction certificate (or complying development certificate, if applicable), all thermal performance specifications set out in the Assessor Certificate, and all aspects of the proposed development which were used to calculate those specifications.	✓	✓	✓
The applicant must construct the development in accordance with all thermal performance specifications set out in the Assessor Certificate, and in accordance with those aspects of the development application or application for a complying development certificate which were used to calculate those specifications.		✓	✓
The applicant must show on the plans accompanying the development application for the proposed development, the locations of ceiling fans set out in the Assessor Certificate. The applicant must show on the plans accompanying the application for a construction certificate (or complying development certificate, if applicable), the locations of ceiling fans set out in the Assessor Certificate.	✓	✓	✓

Thermal Performance and Materials commitments	Show on DA plans	Show on CC/CDC plans & specs	Certifier check
Construction			
The applicant must construct the floors, walls, roofs, ceilings and glazing of the dwelling in accordance with the specifications listed in the tables below.	✓	✓	✓
The applicant must show through receipts that the materials purchased for construction are consistent with the specifications listed in the tables below.			✓

Construction	Area - m <sup>2</sup>	Insulation
floor - concrete slab on ground, conventional slab.	151	none
external wall: brick veneer; frame: timber - untreated softwood.	all external walls	fibreglass batts or roll
external garage wall: framed (fibre cement sheet or boards); frame: timber - untreated softwood.	20	not specified
internal wall: plasterboard; frame: timber - untreated softwood.	50	not specified
ceiling and roof - flat ceiling / pitched roof, framed - metal roof, timber - untreated softwood.	470	ceiling: fibreglass batts or roll; roof: foil/sarking.

Thermal Performance and Materials commitments	Show on DA plans	Show on CC/CDC plans & specs	Certifier check
Glazing			
The applicant must install windows, glazed doors and skylights as described in the table below, in accordance with the specifications listed in the table.	✓	✓	✓

Frames	Maximum area - m2
aluminium	12
timber	0
uPVC	0
steel	0
composite	0

Glazing	Maximum area - m2
single	12
double	0
triple	0

Energy Commitments	Show on DA plans	Show on CC/CDC plans & specs	Certifier check
<b>Hot water</b>			
The applicant must install the following hot water system in the development, or a system with a higher energy rating: gas instantaneous with a performance of 6 stars.	✓	✓	✓
<b>Cooling system</b>			
The applicant must install the following cooling system, or a system with a higher energy rating, in at least 1 living area: 1-phase airconditioning - ducted; Energy rating: EER 3.0 - 3.5		✓	✓
The applicant must install the following cooling system, or a system with a higher energy rating, in at least 1 bedroom: 1-phase airconditioning - ducted; Energy rating: EER 3.0 - 3.5		✓	✓
<b>Heating system</b>			
The applicant must install the following heating system, or a system with a higher energy rating, in at least 1 living area: 1-phase airconditioning - ducted; Energy rating: EER 3.0 - 3.5		✓	✓
The applicant must install the following heating system, or a system with a higher energy rating, in at least 1 bedroom: 1-phase airconditioning - ducted; Energy rating: EER 3.0 - 3.5		✓	✓
<b>Ventilation</b>			
The applicant must install the following exhaust systems in the development: At least 1 Bathroom: individual fan, ducted to façade or roof; Operation control: manual switch on/off		✓	✓
Kitchen: individual fan, ducted to façade or roof; Operation control: manual switch on/off		✓	✓
Laundry: individual fan, ducted to façade or roof; Operation control: manual switch on/off		✓	✓
<b>Artificial lighting</b>			
The applicant must ensure that a minimum of 80% of light fixtures are fitted with fluorescent, compact fluorescent, or light-emitting-diode (LED) lamps.		✓	✓
<b>Natural lighting</b>			
The applicant must install a window and/or skylight in the kitchen of the dwelling for natural lighting.	✓	✓	✓

Energy Commitments	Show on DA plans	Show on CC/CDC plans & specs	Certifier check
<b>Alternative energy</b>			
The applicant must install a photovoltaic system as part of the development. The applicant must connect this system to the development's electrical system.	✓	✓	✓
The photovoltaic system must consist of: <ul style="list-style-type: none"> <li>photovoltaic collectors with the capacity to generate at least 2 peak kilowatts of electricity, installed at an angle between 0 degrees and 10 degrees to the horizontal facing west</li> </ul>	✓	✓	✓



**Legend**

In these commitments, "applicant" means the person carrying out the development.

Commitments identified with a ✓ in the "Show on DA plans" column must be shown on the plans accompanying the development application for the proposed development (if a development application is to be lodged for the proposed development).

Commitments identified with a ✓ in the "Show on CC/CDC plans and specs" column must be shown in the plans and specifications accompanying the application for a construction certificate / complying development certificate for the proposed development.

Commitments identified with a ✓ in the "Certifier check" column must be certified by a certifying authority as having been fulfilled, before a final occupation certificate (either interim or final) for the development may be issued.

# Nationwide House Energy Rating Scheme® NatHERS® Certificate No. 0009823535

Generated on 18 Oct 2024 using BERS Pro v5.2.3 (3.23)

## Property

**Address** 10-14 Court St,  
Parkes, NSW, 2870  
**Lot/DP** Lot 8 DP 758827  
**NCC class\*** 4  
**Floor/all Floors** G of 1 floors  
**Type** New Home

## Plans

**Main plan** A Mustow  
**Prepared by** Highlands Design

## Construction and environment

**Assessed floor area [m2]\***  
Conditioned\* 93.5  
Unconditioned\* 0.0  
Total 93.5  
Garage 0.0  
**Exposure type** Suburban  
**NatHERS climate zone** 48 Dubbo



## Accredited assessor

**Name** Marc Kiho  
**Business name** Kiho Building Consulting  
**Email** energy\_rating@bigpond.com  
**Phone** 0400 680 815  
**Accreditation No.** 20094  
**Assessor Accrediting Organisation** ABSA  
**Declaration of interest** Declaration completed: no conflicts

## NCC Requirements

**NCC provisions** Volume Two  
**Strate/Territory variation** Yes

## National Construction Code (NCC) requirements

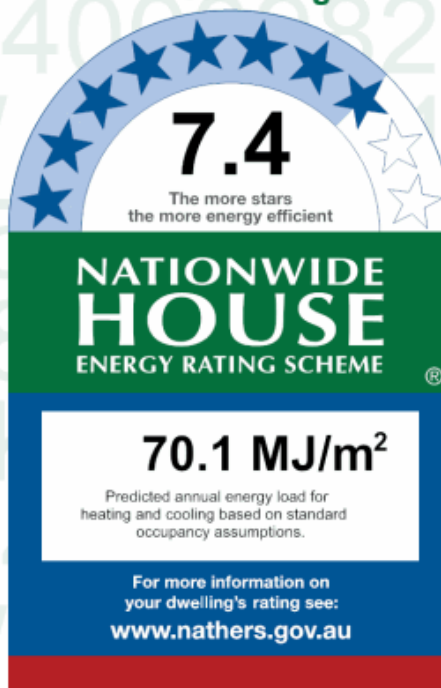
The NCC allows the use of NatHERS accredited software to comply with the energy efficiency requirements for houses (Class 1 buildings) and apartments (Class 2 sole-occupancy units and Class 4 parts of buildings). The applicable requirements for houses are detailed in Specification 42 of NCC Volume Two. For apartments the requirements are detailed in clauses J3D3 and J3D15 of NCC Volume One.

NCC 2022 includes enhanced thermal performance requirements for houses and apartments. It also includes a new whole-of-home annual energy use budget which applies to the major equipment in the home.

The NCC, and associated ABCB Standards and support material, can be accessed at [www.abcb.gov.au](http://www.abcb.gov.au).

Note, variations and additions to the NCC energy efficiency requirements may apply in some states and territories.

## Thermal performance Star rating



## Thermal performance [MJ/m²]

Limits taken from ABCB Standard 2022

	Heating	Cooling
<b>Modelled</b>	62.5	7.6
<b>Load limits</b>	N/A	N/A

## Features determining load limits

Floor Type (lowest conditioned area)	CSOG
NCC climate zone 1 or 2	No
Outdoor living area	No
Outdoor living area ceiling fan	No

## Whole of Home performance rating

No Whole of Home  
performance rating  
generated for this  
certificate.

## Verification

To verify this certificate,  
scan the QR code or visit  
[hstar.com.au/QR/Generate?](http://hstar.com.au/QR/Generate?p=PIJsOGJRk)  
[p=PIJsOGJRk](http://hstar.com.au/QR/Generate?p=PIJsOGJRk).  
When using either link,  
ensure you are visiting  
[hstar.com.au](http://hstar.com.au)



0009823535 NatHERS Certificate

7.4 Star Rating as of 18 Oct 2024



## About the ratings

### Thermal performance rating

NatHERS thermal software models the expected heating and cooling energy loads using information about the design, construction, climate and common patterns of household use. The thermal performance rating (shown as a star rating on this Certificate) does not take into account appliances, apart from the airflow impacts from ceiling fans.

### Whole of Home performance rating

NatHERS Whole of Home software uses the heating and cooling energy loads combined with the energy performance of the home's appliances (heating, cooling, hot water, lighting, pool/spa pump and onsite renewable energy generation and storage) and models the expected energy value\* of the whole home. The Whole of Home performance rating is shown as a score out of 100 on this Certificate.

## Heating & Cooling Load Limits

### Additional information

In some locations under the NCC NatHERS pathway, separate heating and cooling load limits may apply. Minimum required star ratings in northern parts of Australia may also be affected by the presence or absence of an outdoor living area and/or an outdoor living area ceiling fan. Refer to the *ABCB Standard 2022: NatHERS heating and cooling load limits* for details or contact the relevant local building regulating authority, noting that State and Territory variations may also apply.

### Setting Options:

Floor Type:

- CSOG – Concrete Slab on Ground
- SF – Suspended Floor (or a mixture of CSOG and SF)
- NA – Not Applicable

NCC Climate Zone 1 or 2:

- Yes
- No
- NA – Not Applicable

Outdoor Living Area:

- Yes
- No
- NA – Not Applicable

Outdoor Living Area Ceiling Fan:

- Yes
- No
- NA – Not Applicable



## Predicted onsite renewable energy impact

No Whole of Home performance assessment conducted for this certificate.

## Predicted Whole of Home annual impact by appliance

### Energy use

No Whole of Home performance assessment conducted for this certificate

### Greenhouse gas emissions

No Whole of Home performance assessment conducted for this certificate

### Cost

No Whole of Home performance assessment conducted for this certificate

\* Refer to glossary.

0009823535 NatHERS Certificate

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## Certificate check

The checklist covers important items impacting the dwelling's ratings. It is recommended that the accuracy of the whole certificate is checked.

Note: The boxes indicate when and by whom each item should be checked. It is not mandatory to complete this checklist.

### Genuine certificate check

Does this Certificate match the one available at the web address or QR code verification link on the front page?

#### Approval Stage

#### Construction Stage

Assessor checked

Consent Authority/  
Surveyor checked

Builder checked

Consent Authority  
Surveyor checked

Occupancy/Other

Does the NatHERS certificate number on the NatHERS-stamped plans match the number on this Certificate?

### Thermal performance check

#### Windows and glazed doors

Does the window size, opening type and location shown on the NatHERS-stamped plans or as installed match what is shown in 'Window and glazed door schedule' and 'Roof window schedule' tables on this Certificate?

Does the installed windows meet the substitution tolerances (AFRC\* based SHGC\* and U-values\*) as shown in the 'Window and glazed door type and performance' and 'Roof window type and performance' tables on this Certificate?

#### External walls

Does the external wall bulk insulation (R-value) shown on the NatHERS-stamped plans or as installed match what is shown in the External wall type table on this Certificate?

Does the external wall shade (colour) match what is shown in the 'External wall type' table on this Certificate?

#### Floor

Does the floor insulation (R-value) shown on the NatHERS-stamped plans or as installed match what is shown in the 'Floor type' table on this certificate?

#### Ceiling penetrations\*

Does the 'quantity' and 'type' of ceiling penetrations\* (e.g. downlights, exhaust fans, etc) shown on the NatHERS-stamped plans or as installed match what is shown in the 'Ceiling penetrations' table on this Certificate?

#### Ceiling

Does the ceiling insulation (R-value) shown on the NatHERS-stamped plans or as installed match what is shown in the 'Ceiling type' table on this Certificate?

#### Roof

Does the external roof shade (colour) on the NatHERS stamped plans or as installed match what is shown in the 'Roof type' table on this Certificate?

#### Apartment entrance doors (NCC Class 2 assessments only)

Does the 'External Door Schedule' show apartment entrance doors? Please note that an "external door" between the modelled dwelling and a shared space, such as an enclosed corridor or foyer, should not be included in the assessment (because it overstates the possible ventilation) and would invalidate the Certificate.

#### Exposure\*

Has the appropriate exposure type (terrain) (shown on page 1) been applied? For example, it is unlikely that a ground-floor apartment is "exposed" or a top floor high-rise apartment is "protected".

#### Heating and cooling load limits\*

Do the load limits settings (shown on page 1) match what is shown

\* Refer to glossary.

0009823535 NatHERS Certificate

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## Certificate check

Continued

	Approval Stage		Construction Stage		Occupancy/Other
	Assessor checked	Consent Authority/ Surveyor checked	Builder checked	Consent Authority/ Surveyor checked	

### Additional NCC requirements for thermal performance (not included in the NatHERS assessment)

#### Thermal bridging

Does the dwelling meet the NCC requirement for thermal bridging?

☐ ☐ ☐ ☐

#### Insulation installation method

Has the insulation been installed according to the NCC requirements?

☐ ☐ ☐

#### Building sealing

Does the dwelling meet the NCC requirements for Building Sealing?

☐ ☐ ☐ ☐

### Whole of Home performance check (not applicable if a Whole of Home performance assessment is not conducted)

#### Appliances

Does the cooling appliance/s type, location and efficiency/performance shown on the NatHERS-stamped plans or as installed match the location and minimum efficiency/performance requirements shown in the Appliance schedule on this Certificate?

☐ ☐ ☐ ☐ ☐

Does the heating appliance/s type, location and efficiency/performance shown on the NatHERS-stamped plans or installed, match the location and minimum efficiency/performance requirements shown in the 'Appliance schedule' on this Certificate?

☐ ☐ ☐ ☐ ☐

Does the hot water system type and efficiency/performance shown on the NatHERS-stamped plans or as installed match the location and minimum efficiency/performance requirements shown in the 'Appliance schedule' on this Certificate?

☐ ☐ ☐ ☐ ☐

Does the pool pump efficiency/performance shown on the NatHERS-stamped plans or as installed match the minimum efficiency/performance requirements shown in the 'Appliance schedule' on this Certificate?

☐ ☐ ☐ ☐ ☐

Does the onsite renewable energy system type, orientation and system size or generation capacity shown on the NatHERS stamped plans or installed match the 'Onsite Renewable Energy schedule' on this Certificate?

☐ ☐ ☐ ☐ ☐

### Additional NCC Requirements for Services (not included in the NatHERS assessment)

Does the lighting meet the artificial lighting requirements specified in the NCC?

☐ ☐ ☐ ☐

Does the hot water system meet the additional requirements specified in the NCC?

☐ ☐ ☐ ☐

### Provisional values\* check

Have provisional values\* been used in the assessment and, if so, are they noted in 'Additional notes' table below?

☐ ☐ ☐ ☐

### Other NCC requirements

Note: This Certificate only covers the energy efficiency requirements in the NCC. Additional requirements that must also be satisfied include, but are not limited to: condensation, structural and fire safety requirements and any state or territory variations to the NCC energy efficiency requirements.

### Additional notes

\* Refer to glossary.



0009823535 NatHERS Certificate

7.4 Star Rating as of 18 Oct 2024



## Room schedule

Room	Zone Type	Area [m <sup>2</sup> ]
Kitchen/Living	Kitchen/Living	48.45
Bedroom 1	Bedroom	13.23
Bedroom 2	Bedroom	13.11
Day Time 1	Daytime	6.56
Day Time 2	Daytime	12.14

## Window and glazed door type and performance

### Default windows\*

Window ID	Window Description	Maximum U-value*	SHGC*	Substitution tolerance ranges	
				SHGC lower limit	SHGC upper limit
ALM-002-01 A	Aluminium B SG Clear	6.7	0.70	0.67	0.74

### Custom windows\*

Window ID	Window Description	Maximum U-value*	SHGC*	Substitution tolerance ranges	
				SHGC lower limit	SHGC upper limit
No Data Available					

## Window and glazed door schedule

Location	Window ID	Window no.	Height [mm]	Width [mm]	Window type	Opening %	Orientation	Window shading device*
Kitchen/Living	ALM-002-01 A	n/a	1200	1550	Sliding	45	W	No
Kitchen/Living	ALM-002-01 A	n/a	1450	1800	Sliding	45	S	No
Kitchen/Living	ALM-002-01 A	n/a	1450	1800	Sliding	45	S	No
Bedroom 1	ALM-002-01 A	n/a	1450	1800	Sliding	45	W	No
Bedroom 2	ALM-002-01 A	n/a	1450	1800	Sliding	45	W	No

## Roof window\* type and performance value

### Default roof windows\*

Window ID	Window Description	Maximum U-value*	SHGC*	Substitution tolerance ranges	
				SHGC lower limit	SHGC upper limit
No Data Available					

\* Refer to glossary.

0009823535 NatHERS Certificate

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Custom roof windows\*

Window ID	Window Description	Maximum U-value*	SHGC*	Substitution tolerance ranges	
				SHGC lower limit	SHGC upper limit
No Data Available					

### Roof window\* schedule

Location	Window ID	Window no.	Opening %	Height [mm]	Width [mm]	Orientation	Outdoor shade	Indoor shade
No Data Available								

### Skylight\* type and performance

Skylight ID	Skylight description	Skylight shaft reflectance
No Data Available		

### Skylight\* schedule

Location	Skylight ID	Skylight No.	Skylight shaft length [mm]	Area [m <sup>2</sup> ]	Orientation	Outdoor shade	Diffuser
No Data Available							

### External door schedule

Location	Height [mm]	Width [mm]	Opening %	Orientation
Kitchen/Living	2040	920	90	S

### External wall type

Wall ID	Wall type	Solar absorptance	Wall shade [colour]	Bulk insulation [R-value]	Reflective wall wrap*
EW-1	Timber Stud Frame Brick Veneer	0.50		Bulk Insulation R2.7	No

### External wall schedule

Location	Wall ID	Height [mm]	Width [mm]	Orientation	Horizontal shading feature* maximum projection [mm]	Vertical shading feature [yes/no]
Kitchen/Living	EW-1	2700	7595	W	200	No
Kitchen/Living	EW-1	2700	6400	S	1600	No
Bedroom 1	EW-1	2700	3595	W	200	No
Bedroom 2	EW-1	2700	3590	W	200	No

\* Refer to glossary.

0009823535 NatHERS Certificate

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## Internal wall type

Wall ID	Wall type	Area [m <sup>2</sup> ]	Bulk insulation
IW-001	Timber Stud Frame, Direct Fix Plasterboard	44.99	No insulation
IW-002	Double stud, multi plaster layers	36.72	Bulk Insulation in the centre R2.7

## Floor type

Location	Construction	Area [m <sup>2</sup> ]	Sub-floor ventilation	Added insulation [R-value]	Covering
Kitchen/Living	Concrete Slab on Ground 100mm	48.45	None	No Insulation	60/40 Carpet 10mm/Ceramic
Bedroom 1	Concrete Slab on Ground 100mm	13.23	None	No Insulation	Carpet+Rubber Underlay 18mm
Bedroom 2	Concrete Slab on Ground 100mm	13.11	None	No Insulation	Carpet+Rubber Underlay 18mm
Day Time 1	Concrete Slab on Ground 100mm	6.56	None	No Insulation	Ceramic Tiles 8mm
Day Time 2	Concrete Slab on Ground 100mm	12.14	None	No Insulation	60/40 Carpet 10mm/Ceramic

## Ceiling type

Location	Construction material/type	Bulk insulation R-value (may include edge batt values)	Reflective wrap* [yes/no]
Kitchen/Living	Plasterboard on Timber	Bulk Insulation R4	
Bedroom 1	Plasterboard on Timber	Bulk Insulation R4	
Bedroom 2	Plasterboard on Timber	Bulk Insulation R4	
Day Time 1	Plasterboard on Timber	Bulk Insulation R4	
Day Time 2	Plasterboard on Timber	Bulk Insulation R4	

## Ceiling penetrations\*

Location	Quantity	Type	Diameter [mm]	Sealed/unsealed
Day Time 1	1	Exhaust Fans	300	Sealed
Day Time 2	1	Exhaust Fans	100	Sealed

## Ceiling fans

Location	Quantity	Diameter [mm]
No Data Available		

\* Refer to glossary.

Generated on 18 Oct 2024 using NHERS Design 5.0.0 (2023) for 40-44 Cent St, Parkes, NSW, 2870

0009823535 NatHERS Certificate

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## Roof type

Construction	Added insulation [R-value]	Solar absorptance	Roof shade [colour]
Corrugated Iron Timber Frame	Foil, Gap Above, Reflective Side Down, Anti-glare Up	0.30	Light

## Thermal bridging schedule for steel frame elements

Building element	Steel section dimensions [height x width, mm]	Frame spacing [mm]	Steel thickness [BMT,mm]	Thermal break [R-value]
No Data Available				

## Appliance schedule

(not applicable if a Whole of Home performance assessment is not conducted for this certificate)

Note: A flat assumption of 5W/m<sup>2</sup> is used for lighting, therefore lighting is not included in the appliance schedule.

### Cooling system

Appliance/ system type	Location	Fuel type	Minimum efficiency/ performance	Recommended capacity
No Data Available				

### Heating system

Appliance/ system type	Location	Fuel type	Minimum efficiency/ performance	Recommended capacity
No Data Available				

### Hot water system

Appliance/ system type	Fuel type	Hot Water CER Zone	Minimum efficiency /STC	Zone 3 STC	Zone 3 Substitution tolerance ranges		Assessed daily load [litres]
					lower limit	upper limit	
No Data Available							

### Pool/spa equipment

Appliance/ system type	Fuel type	Minimum efficiency/ performance	Recommended capacity
No Data Available			

\* Refer to glossary.

0009823535 NatHERS Certificate

7.4 Star Rating as of 18 Oct 2024



## Onsite Renewable Energy Schedule

System Type	Orientation	System Size Or Generation Capacity
No Data Available		

## Battery Schedule

System Type	Size [Battery Storage Capacity]
No Data Available	

\* Refer to glossary.

Generated on 18 Oct 2024 using BERS Report 5.0.0 (3.00) for 40-44 Court St, Parkes, NSW, 2870

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0009823535 NatHERS Certificate

7.4 Star Rating as of 18 Oct 2024



## Explanatory notes

### About this report

NatHERS ratings are a reliable guide for comparing different dwelling designs and to demonstrate that designs meet the energy efficiency requirements in the National Construction Code.

NatHERS ratings use computer modelling to evaluate a home's energy efficiency and performance. They use localised climate data and standard assumptions on how people use their home to predict the heating and cooling energy loads and energy value\* of the whole home. The thermal performance star rating uses the home's building specifications, layout, orientation and fabric (i.e. walls, windows, floors, roofs and ceilings) to predict the heating and cooling energy loads. The Whole of Home performance rating uses information about the home's appliances and onsite energy generation and storage to estimate the home's energy value\*.

The actual energy loads, cost and greenhouse gas emissions of a home may vary from that predicted. This is because the assumptions will not always match the actual occupant usage patterns. For example, the number of occupants and how people use their appliances will vary.

Energy efficient homes use less energy, are warmer on cool days, cooler on hot days and cost less to run.

### Accredited assessors

For quality assured NatHERS Certificates, always use an accredited or licenced assessor registered with an Assessor Accrediting Organisation (AAO). AAOs have strict quality assurance processes, and professional development requirements ensuring consistently high standards for assessments.

Non-accredited assessors (Raters) have no ongoing training requirements and

are not quality assured.

Any queries about this report should be directed to the assessor. If the assessor is unable to address questions or concerns, contact the AAO specified on the front of this certificate.

### Disclaimer

The NatHERS Certificate format is developed by the NatHERS Administrator. However, the content in the certificate is entered by the assessor. It is the assessor's responsibility to use NatHERS accredited software correctly and follow the NatHERS Technical Note to produce a NatHERS Certificate.

The predicted annual energy load, cost and greenhouse gas emissions in this NatHERS Certificate are an estimate based on an assessment of the dwelling's design by the assessor. It is not a prediction of actual energy use, cost or emissions. The information and ratings may be used to compare how other dwellings are likely to perform when used in a similar way.

Information presented in this report relies on a range of standard assumptions (both embedded in NatHERS accredited software and made by the assessor who prepared this report), including assumptions about occupancy, behaviour, appliance performance, indoor air temperature and local climate.

Not all assumptions made by the assessor using the NatHERS accredited software tool are presented in this report and further details or data files may be obtained from the assessor.

## Glossary

<b>AFRC</b>	Australian Fenestration Rating Council
<b>Annual energy load</b>	the predicted amount of energy required for heating and cooling, based on standard occupancy assumptions.
<b>Assessed floor area</b>	the floor area modelled in the software for the purpose of the NatHERS assessment. Note, this may not be consistent with the floor area in the design documents.
<b>Ceiling penetrations</b>	features that require a penetration to the ceiling, including downlights, vents, exhaust fans, range hoods, chimneys and flues. Excludes fixtures attached to the ceiling with small holes through the ceiling for wiring, e.g. ceiling fans; pendant lights, and heating and cooling ducts.
<b>COP</b>	Coefficient of performance
<b>Conditioned</b>	a zone within a dwelling that is expected to require heating and cooling based on standard occupancy assumptions. In some circumstances it will include garages.
<b>Custom windows</b>	windows listed in NatHERS software that are available on the market in Australia and have a WERS (Window Energy Rating Scheme) rating.
<b>Default windows</b>	windows that are representative of a specific type of window product and whose properties have been derived by statistical methods.
<b>EER</b>	Energy Efficiency Ratio, measure of how much cooling can be achieved by an air conditioner for a single kWh of electricity input
<b>Energy use</b>	This is your homes rating without solar or batteries.
<b>Energy value</b>	The net cost to society including, but not limited to, costs to the building user, the environment and energy networks (as defined in the ABCB Housing Provisions Standard).
<b>Entrance door</b>	these signify ventilation benefits in the modelling software and must not be modelled as a door when opening to a minimally ventilated corridor in a Class 2 building.
<b>Exposure</b>	see exposure categories below.
<b>Exposure category – exposed</b>	terrain with no obstructions e.g. flat grazing land, ocean-frontage, desert, exposed high-rise unit (usually above 10 floors).
<b>Exposure category – open</b>	terrain with few obstructions at a similar height e.g. grasslands with few well scattered obstructions below 10m, farmland with scattered sheds, lightly vegetated bush blocks, elevated units (e.g. above 3 floors).
<b>Exposure category – protected</b>	terrain with numerous, closely spaced obstructions below 10m e.g. suburban housing, heavily vegetated bushland areas.
<b>Exposure category – suburban</b>	terrain with numerous, closely spaced obstructions over 10 m e.g. city and industrial areas.
<b>Horizontal shading feature</b>	provides shading to the building in the horizontal plane, e.g. eaves, verandahs, pergolas, carports, or overhangs or balconies from upper levels.
<b>National Construction Code (NCC) Class</b>	the NCC groups buildings by their function and use, and assigns a classification code. NatHERS software models NCC Class 1, 2 or 4 buildings and attached Class 10a buildings. Definitions can be found at <a href="http://www.abcb.gov.au">www.abcb.gov.au</a> .
<b>Net zero home</b>	a home that achieves a net zero energy value*.
<b>Opening percentage</b>	the openability percentage or operable (moveable) area of doors or windows that is used in ventilation calculations.
<b>Provisional value</b>	an assumed value that does not represent an actual value. For example, if the wall colour is unspecified in the documentation, a provisional value of 'medium' must be modelled. Acceptable provisional values are outlined in the NatHERS Technical Note and can be found at <a href="http://www.nathers.gov.au">www.nathers.gov.au</a>
<b>Recommended capacity</b>	this is the capacity or size of equipment that is recommended by NatHERS to achieve the desired comfort conditions in the zone or zones serviced. This is a recommendation and the final selection sizing should be confirmed by a suitably qualified person.
<b>Reflective wrap (also known as foil)</b>	can be applied to walls, roofs and ceilings. When combined with an appropriate airgap and emissivity value, it provides insulative properties.
<b>Roof window</b>	for NatHERS this is typically an operable window (i.e. can be opened), will have a plaster or similar light well if there is an attic space, and generally does not have a diffuser.
<b>Shading features</b>	includes neighbouring buildings, fences, and wing walls, but excludes eaves.
<b>Skylight (also known as roof lights)</b>	for NatHERS this is typically a moulded unit with flexible reflective tubing (light well) and a diffuser at ceiling level.
<b>Solar heat gain coefficient (SHGC)</b>	the fraction of incident solar radiation admitted through a window, both directly transmitted as well as absorbed and subsequently released inward. SHGC is expressed as a number between 0 and 1. The lower a window's SHGC, the less solar heat it transmits.
<b>STCs</b>	Small-scale Technology Certificates, certificates created by the REC registry for renewable energy technologies that may be bought and sold as part of the Small-scale Renewable Energy Scheme operated by the Clean Energy Regulator (CER)
<b>Thermal breaks</b>	are materials with an R-value greater than or equal to 0.2 that must separate the metal frame from the cladding. This includes, but is not limited to, materials such as timber battens greater than or equal to 20mm thick or continuous thermal breaks such as polystyrene insulation sheeting or plastic strips
<b>U-value</b>	the rate of heat transfer through a window. The lower the U-value, the better the insulating ability.
<b>Unconditioned</b>	a zone within a dwelling that is assumed to not require heating and cooling based on standard occupancy assumptions.
<b>Vertical shading features</b>	provides shading to the building in the vertical plane and can be parallel or perpendicular to the subject wall/window. Includes privacy screens, other walls in the building (wing walls), fences, other buildings, vegetation (protected or listed heritage trees).
<b>Window shading device</b>	device fixed to windows that provides shading e.g. window awnings or screens but excludes horizontal* or vertical shading features* (eg eaves and balconies)

\* Refer to glossary.



**17.3 RE-ESTABLISHMENT OF ALCOHOL FREE ZONES IN CBD OF PARKES AND PEAK HILL****IP&R Linkage:** **Pillar:** Community**Goal:** Our community is safe, active and healthy.**Strategy:** Deliver and support services, programs, and initiatives to promote community safety and reduce crime and anti-social behaviour.**Author:** **Annalise Teale, Acting Director Planning and Community Services****Authoriser:** **Kent Boyd PSM, General Manager****Annexures:**  
**A. Fact Sheet - Alcohol-Free Zones and Alcohol Prohibited Areas in NSW** [↓](#)  
**B. Ministerial Guidelines on Alcohol-Free Zones - February 2009.** [↓](#)  
**C. Map of Proposed Alcohol Free Zone - Parkes CBD** [↓](#)  
**D. Map of Proposed Alcohol Free Zone - Peak Hill CBD** [↓](#)  
**E. Submission received during public exhibition.** [↓](#)

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**RECOMMENDATION**

That Council:

1. That Council endorses the proposal to re-establish Alcohol Free Zones in Parkes and Peak Hill Central Business Districts (CBDs) for a period of 4 (four) years.
- 

**BACKGROUND**

Council has established Alcohol Free Zones ("AFZs") in both Parkes and Peak Hill since 1995 to minimise the chances of disorderly behaviour and alcohol-related anti-social behaviour and crime.

AFZs cover public roads, footpaths, car parks and laneways. Consumption of alcohol is always prohibited in an AFZ, except for licensed premises where the license extends into the adjoining footpath or for an event held in a public place where a temporary lifting of the restriction has been granted by the council.

Any person seen drinking or suspected of drinking in an AFZ may have the alcohol in their possession seized and disposed of by police. Failure to comply with the enforcement rules can result in a person being charged with obstruction under Section 660 of the Local Government Act 1993 ("the Act"). Each AFZ is in place for a maximum of four years.

**ISSUES AND COMMENTARY**

The AFZs in both Parkes and Peak Hill will expire on 31 March 2025 and Council needs to consider whether it is appropriate to re-establish the zones in accordance with the Ministerial Guidelines on Alcohol Free Zones, 2009 (*Annexure B*), which provides a framework for the establishment of AFZs.

At this stage the intention is to re-establish AFZs around the Parkes and Peak Hill Central Business Districts, with the exceptions of footpath areas adjoining café/restaurant licensed premises where the license extends into the adjoining footpath area. Events held in a public place can have a temporary suspension of the zone granted by the council.

*Annexures C and D* show the existing AFZ boundary maps for Parkes and Peak Hill Central Business Districts ("CBD")

### **Benefits of Alcohol-Free Zones**

The Guidelines state, 'the principal object of an alcohol-free zone is to prevent disorderly behaviour caused by the consumption of alcohol in public areas in order to improve public safety.'

Other benefits can be derived from Alcohol Free Zones, including:

- Reducing the incidence of alcohol related crime and anti-social behaviour in areas bordering on, adjoining or adjacent to licensed premises in commercial areas.
- Reducing the amount of related litter in these areas.
- Providing a safe environment for users of local streets, footpaths and public carparks without hindrance from people irresponsibly drinking alcohol.

AFZs are most effective if they form part of a larger program in which the local community is actively involved in the decisions to control the irresponsible alcohol consumption.

### **Reasons to Support Parkes and Peak Hill CBD Alcohol Free Zone**

Review of past incidences of anti-social behaviour, malicious damage and vandalism, littering and some of the more serious offences indicates that the CBD areas of Parkes and Peak Hill are generally the main public hotspots where offences are occurring. Because of the concentrated nature of licensed premises in these CBDs and the mix of other land-uses in these areas (parks, food shops, offices, shops, motels and residential accommodation) there are instances where the irresponsible drinking behaviour of an individual or group can negatively impact on other members of the community.

In the past, Police and local stakeholders have supported Council in establishing AFZs throughout the public areas of the Parkes and Peak Hill CBDs.

### **Alcohol-free zones and Alfresco Dining**

In Parkes and Peak Hill CBDs, the AFZ includes footpath areas that may become alfresco dining areas for cafés and restaurants into the future.

The Parkes CBD Vibrancy Strategy 2016 highlighted the need for more activation in the centre day and night, including alfresco dining on adjoining footpath areas. The strategy also proposed the use of outdoor dining platforms, which have provided suitable areas for alfresco dining with alcohol also being served alongside food.

Where an on-premises liquor license has been granted for a café or restaurant, there may be merit in Council issuing a footpath trading permit that could then allow for the extension of the license area into the footpath area of the AFZ.

When Council issues a permit for the use of public footpaths for such dining use in an AFZ, it is proposed to impose conditions about the requirements of the zone, including clear delineation and control of the licensed area from the AFZ.

### **Time Frame**

An AFZ may be established for a maximum period of four years. It is proposed that the AFZs for the Parkes and Peak Hill CBDs will operate for the maximum four-year period.

### **Enforcement**

Police Officers will be responsible for enforcing the AFZ. Under Section 632A of the Act, a police officer may seize and dispose of any alcohol that is in the immediate possession of a person in an AFZ if:

- The person is drinking the alcohol in the AFZ, or
- The officer has reasonable cause to believe that the person is about to drink or has recently been drinking in the AFZ.

There is no requirement for the police to first issue a warning.

### **Declaration of the Zone**

Under Section 644B of the Local Government Act 1993:

1. Once Council receives public comment on this proposal, Council may by resolution, adopt this proposal to re-establish the AFZ for a maximum 4-year period. Council will then inform all interest parties including the Police, liquor licensee's and the general community that the proposal has been adopted.
2. A public notice will be placed declaring that the zone has been established and the period it has been established for. The proposal will come into effect 7 days after this notice is published and once all signposts bordering the zone are in place.

It is proposed to report back to Council for a formal resolution on the proposed AFZs at Parkes and Peak Hill CBDs, upon completion of the consultation phase.

### **LEGISLATIVE AND POLICY CONTEXT**

To validly establish an AFZ, Council must comply with the procedures in Sections 644 to 644C of the Local Government Act 1993 as well as those set out in the Guidelines. Section 632A provides police with powers to confiscate and dispose of alcohol, while Section 660 allows a person to be charged with obstruction for failure to comply with the enforcement rules.

A fact sheet on Alcohol Free Zones and Alcohol Prohibited Areas in NSW has been developed by the NSW Department of Planning and Environment and is attached as *Annexure A* for further information regarding the requirements for AFZs in comparison to Alcohol Prohibited Areas ("APA").

### **FINANCIAL IMPLICATIONS**

The existing signs will require replacement as they are showing signs of wear and tear. These signs have been in place for the past eight years, noting that the last update only required a rebadge rather than a whole new sign. The existing Operational Plan budget relating to street signage will be used to fund the replacement of the signs.

### **RISK IMPLICATIONS**

The establishment of an AFZ can help to reduce the risk of anti-social behaviour and alcohol related crime in the areas where they are established.

By following the recommendations in this report, Council will ensure that the re-establishing the AFZs in Parkes and Peak Hill will be in accordance with Section 644 to 644C of the Local Government Act. In addition, a properly established AFZ will provide police with powers to confiscate and dispose of alcohol found in contravention to the AFZ rules.

### **COMMUNITY CONSULTATION**

Council consulted with the following interested parties about the proposed alcohol-free zones:

- Police Local Area Commander and the officer in charge of Parkes and Peak Hill Police Stations.
- Local indigenous working party.
- Liquor license holders and secretaries of registered clubs whose premises border on, adjoin or are adjacent to the proposed zones.
- The wider community through public notices.

A period of 30 days was given for representations or objections to be made.

One submission was received during the consultation period which supported the proposal (copy attached).



## Department of Planning and Environment

### Fact Sheet



## Alcohol Free Zones and Alcohol Prohibited Areas in NSW

### Key points

- Alcohol free zones (AFZs) and alcohol prohibited areas (APAs) may be used by councils to prohibit alcohol consumption in public places to reduce anti-social behaviour and crime.
- AFZs apply to road-related public areas (e.g. public road, footpath or carpark). APAs apply to non-road-related public places (e.g. parks).
- These measures can help councils to keep public spaces and streets safe and enjoyable for residents and visitors while not discriminating against particular community groups.
- AFZs and APAs should be used where there is demonstrable community need, deal with short-term issues and regularly reviewed to see if they are still needed.
- Used in isolation, AFZs and APAs may simply move a problem from one place to another. They are likely to be more effective when they form part of a broader strategy including things like education, community programs and public place design.

### Snapshot Summary

	Alcohol Free Zones (AFZs)	Alcohol Prohibited Areas (APAs)
<b>Purpose</b>	To prevent anti-social behaviour and alcohol-related crime in public	As for AFZs
<b>Enabling power</b>	Enables councils to use signage to prohibit the drinking of alcohol in a designated public place	As for AFZs
<b>Location</b>	A <b>road-related</b> public place (such as car park, public road or footpath)	A <b>non-road-related</b> public place (such as a park or beach or reserve)
<b>Legislation</b>	Sections 642 - 648 of the <i>Local Government Act 1993</i> (the Act)	Section 632A of the Local Government Act
<b>Duration Limit</b>	Maximum 4 years	Not required. <b>Best practice</b> is for a council to review it within 4 years.
<b>Special Times and Events</b>	May be established for special events (eg. New Year's Eve)	May be established to operate at certain times of the day and for special events (eg. New Year's Eve)

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## Department of Planning and Environment

### Fact Sheet



<b>Establishment trigger</b>	Request from local community representative, Police or council.	Not required.  <b>Best practice</b> is for a council to establish where there is local need.
<b>Consultation</b>	Council must consult (allowing at least <b>30 days</b> for feedback) to decide if an AFZ is appropriate, including with: <ul style="list-style-type: none"> <li>Local Police</li> <li>Local liquor licensees/registered clubs adjacent to a proposed zone</li> <li>Organisation/s able to speak on behalf of an Aboriginal or culturally and linguistically diverse group</li> <li>NSW Anti-Discrimination Board IF a council is one of 16 councils listed in Appendix 2 of the Ministerial Guidelines on AFZs.</li> </ul>	Council must consult with: <ul style="list-style-type: none"> <li>Local Police</li> <li>NSW Land and Housing Corporation (IF the APA is to be on open space on public housing land, which can only occur when it is adjacent to another APA or AFZ)</li> <li>NSW Anti-Discrimination Board IF a council is one of 16 councils listed in Appendix 2 of the Ministerial Guidelines on AFZs. These councils must additionally follow all other AFZ consultation requirements.</li> </ul> <b>Best practice</b> is for a council to undertake community consultation to decide if an APA is appropriate.
<b>Evidence of need</b>	A proposal to establish an AFZ must be supported by evidence of need.	Not required.  <b>Best practice</b> is an APA is established only after evidence of need.
<b>Council resolution</b>	Required.	Not required.  <b>Best practice</b> is for a council to resolve to establish an APA.
<b>Signposting</b>	Required.  Signs clearly showing restrictions in place, including places at which alcohol consumption is prohibited.	Required.  Signs clearly showing restrictions, including places <b>and times</b> at which alcohol consumption is prohibited.
<b>Public Notice</b>	Appropriate public notice at least <b>7 days</b> prior to establishing an AFZ.	Not required.  <b>Best practice</b> is for a council to notify the public when establishing an APA



## Department of Planning and Environment

### Fact Sheet



<b>Enforcement</b>	Council enforcement officers and Police	As for AFZs.
<b>Enforcement power</b>	To tip out or otherwise dispose of alcohol being consumed.  Note: Focus is to deter irresponsible drinking without imposing fines on potentially disadvantaged people.	As for AFZs.
<b>Guidelines</b>	Mandatory <u>Ministerial Guidelines</u> for AFZ establishment and review.	Not required.  <b>Best practice</b> is to follow the process in the Guidelines.
<b>Why are AFZs and APAs different?</b>	This is largely historic in nature to meet Government policy objectives at the time.  If in doubt, <b>best practice</b> is to follow the process to establish, consult on and review both APAs as for AFZs as outlined in the <u>Ministerial Guidelines</u> for AFZs.	

# Ministerial Guidelines on Alcohol - Free Zones

February 2009

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© NSW Department of Local Government 2009  
ISBN 1 920766 80 4

Produced by the Department of Local Government



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## FOREWORD

The NSW Government has made clear its determination to tackle the growing problem of anti-social behaviour and alcohol-related violence in our community. The Government has introduced a comprehensive package of initiatives to help address this issue, including amendments to the alcohol-free zone provisions in the *Local Government Act 1993* to give Police and local council enforcement officers more power to enforce alcohol-free zones.

These Ministerial Guidelines have been prepared under section 646(1) of the Local Government Act. The Guidelines take effect on 5 February 2009 replacing the previous Guidelines issued in 1995.

The principal object of an alcohol-free zone is to prevent disorderly behaviour caused by the consumption of alcohol in public areas in order to improve public safety.

Alcohol-free zones are most effective if they form part of a larger program in which the local community is actively involved directed at irresponsible alcohol consumption. Used in isolation they may only move the problem from one place to another.

The Guidelines provide councils with detailed procedures to be followed when considering the establishment of alcohol-free zones. The guidelines include details on the application process, consultation and operational requirements, as well as guidance on enforcing alcohol-free zones. Councils are encouraged to establish a good working relationship with their Police local area command to enhance the effectiveness of alcohol-free zones.

There is evidence that when alcohol-free zones are established in appropriate areas and operated with the required level of resources to promote and enforce the zones, they are an effective tool in assisting Police and councils manage public safety.

I encourage all councils to consider the appropriate use of alcohol-free zones to manage alcohol related anti-social behaviour in their community.



The Hon. Barbara Perry, MP  
Minister for Local Government  
5 February 2009

## Ministerial Guidelines on Alcohol-Free Zones

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## Ministerial Guidelines on Alcohol-Free Zones

## INTRODUCTION

The object of alcohol-free zones is an early intervention measure to prevent the escalation of irresponsible street drinking to incidents involving serious crime.

The drinking of alcohol is prohibited in an alcohol-free zone that has been established by a council. Public places that are public roads, footpaths or public carparks may be included in a zone. Alcohol-free zones promote the use of these roads, footpaths and carparks in safety and without interference from irresponsible street drinkers.

Any person living or working within an area, the local police or a local community group may ask a council to establish an alcohol-free zone or a council itself may decide to do so. A proposal to establish an alcohol-free zone must in all cases be supported by evidence that the public's use of those roads, footpaths or public carparks has been compromised by street drinkers. For example, there could be instances of malicious damage to property, littering, offensive behaviour or other crimes.

The council must undertake a consultation process to decide if an alcohol-free zone is appropriate. Once established by council resolution, the roads, footpaths and public carparks within the zone must be signposted and notice of the zone must appear in the local press. The maximum duration of an alcohol-free zone is four years, although it may be re-established at the conclusion of the original period, following a review by council of its continuing applicability. Alcohol-free zones may also be established for special events only.

Alcohol-free zones are enforced by the police or by council enforcement officers where the Commissioner of Police gives written authorisation. Any person observed to be drinking in an alcohol-free zone may have the alcohol in their possession immediately seized and tipped out or otherwise disposed of.

Alcohol-free zones are most effective if they are part of a larger program directed at irresponsible alcohol consumption in which the local community is actively involved. Used in isolation they may only move the problem from one place to another.

These Ministerial Guidelines provide local councils with detailed procedures which must be followed in the establishment of an alcohol-free zone. They supplement the relevant provisions of the *Local Government Act 1993*.

Each of the paragraphs of these Guidelines are accompanied by the relevant section reference in the Act. As set out in section 646 of the Local Government Act, the Ministerial Guidelines must be used by councils when establishing an alcohol-free zone.

The Commissioner of Police may separately issue directions relating to the enforcement of alcohol-free zones.



## Ministerial Guidelines on Alcohol-Free Zones

**GUIDELINES FOR COUNCILS****VALID ESTABLISHMENT OF AN ALCOHOL-FREE ZONE****sections 644, 644A, 644B, 644C and 646**

To validly establish an alcohol-free zone a council must comply with the procedures in sections 644 to 644C of the Local Government Act as well as those set out in these Guidelines.

The Act identifies that alcohol-free zones can be established in those areas which have identified problems with regard to street drinking.

**APPLICATION FOR AN ALCOHOL-FREE ZONE****section 644 (1) and (2)**

One or more of the following people may make application to a local council to establish an alcohol-free zone:

- a person who is a representative of a community group active in the area,
- a police officer, or
- a person who lives or works in the area.

An application to the relevant council is to be made in the form set out at Appendix 1 to these Guidelines. A council may adapt the form, provided the same information is required as a minimum. Councils may consider making the application form available on their website.

An application fee is not appropriate.

If council receives more than one application referring to the same roads, footpaths or public carparks, they may be joined in a single alcohol-free zone proposal.

**PROPOSAL FOR THE ESTABLISHMENT OF AN ALCOHOL-FREE ZONE****section 644**

A council may prepare a proposal for the establishment of an alcohol-free zone. In this case, receipt of an application is not necessary as the council itself is initiating action for a zone.

A proposal must be prepared in respect of every proposed alcohol-free zone.

An alcohol-free zone is a means by which a council may limit the locations within its area where the consumption of alcohol is permitted. Because it will impose restrictions on the personal freedom of citizens, a proposal to establish a zone must adequately address the following matters:

## Ministerial Guidelines on Alcohol-Free Zones

### 1 Reasons to Support an Alcohol-Free Zone

The irresponsible consumption of alcohol on roads and footpaths and in public carparks can compromise their safe use by members of the public without interference. Each individual zoning is to be considered according to its particular circumstances.

Reasons for supporting alcohol-free zones must be included and must reflect the fact that irresponsible behaviour arising from the consumption of alcohol is occurring on those roads and footpaths and in those public carparks included in the proposal. This could involve instances of obstruction, littering, the actual commission of, or police intervention to avoid the commission of, more serious offences under the *Law Enforcement (Powers and Responsibilities) Act 2002*, *Summary Offences Act 1988* or the *Crimes Act 1900*, such as malicious damage, etc.

It is not appropriate to consider an alcohol-free zone for reasons that are unrelated to the irresponsible behaviour of drinkers, for example, the congregation of drinkers where irresponsible behaviour does not occur, general conduciveness to business or tourist activities or the personal beliefs of particular citizens.

### 2 Location of an Alcohol-Free Zone

An alcohol-free zone may only be established to include a public road, footpath or a public place that is a carpark (ie carparks on public land or Crown land). Private carparks (being on private land and not under the control of the council) may not be included.

Generally, an alcohol-free zone should be as small as is possible and must only extend to areas which can be supported by reasons as set out in point 1 above. However, larger alcohol-free zones, sometimes known as 'whole-town' alcohol-free zones may be effective in some rural and remote towns where they are supported generally by all stakeholder groups in that community. There are legal issues that need to be considered by councils when such 'whole-town' zones are proposed, as some relevant areas of a town will not be public roads, footpaths or public carparks.

Large alcohol-free zones need to be established in a way which is complementary with public places signposted under section 632 of the *Local Government Act 1993*. It is not usually appropriate to establish an entire local government area, or a substantial part of that area, as an alcohol-free zone. Similarly, it would usually be inappropriate to zone the greater part of a town, suburb or urban area as alcohol-free.

Alcohol-free zones should primarily be located adjacent to outlets supplying alcohol where drinkers congregate. In the absence of such an outlet a zoning should be considered only in exceptional circumstances. For example, a known hot spot for inappropriate street drinking may be in a public carpark adjacent to a beach or public reserve, but which is many kilometres from an outlet supplying alcohol.

## Ministerial Guidelines on Alcohol-Free Zones

### ***Alcohol-free zones and alfresco dining***

In some circumstances an alcohol-free zone may be proposed for an area that includes footpath alfresco dining areas for cafés and restaurants which fall within the zone. When a council issues a licence for the use of public footpaths for such dining use in an alcohol-free zone, it must impose conditions on the licensee (eg restaurant operator) about the requirements of the zone, including clear delineation and control of the licensed area from the alcohol-free zone.

### **3 Duration of an Alcohol-Free Zone**

An alcohol-free zone may be established for a maximum period of four years. Once established, it applies twenty-four hours per day.

Where a problem with irresponsible street drinking exists only in relation to a special event within the local area, an alcohol-free zone may be established only for that special event. A “special event” is not defined in the Local Government Act. It could be applied to any event that is of significance to the local area, for example, a local show day, a cultural event such as Tamworth’s Country Music Festival, or a particular time of year such as New Year’s Eve celebrations. It is for the relevant council to decide what is a “special event” for the purposes of establishing an alcohol-free zone.

An alcohol-free zone declared for a special event also has a maximum duration of four consecutive years. The proposal and related signage needs to define the special event that the alcohol-free zone relates to.

The duration of an alcohol-free zone established prior to 3 December 2008 is not extended.

### **4 Consultation with the Police**

In preparing a proposal to establish an alcohol-free zone a council must consult with the relevant Police Local Area Commander about the appropriate number and location of alcohol-free zones.

## **COUNCIL CONSULTATION WITH INTERESTED PARTIES**

### **section 644A**

After preparing a proposal to establish an alcohol-free zone a council is required to undertake a public consultation process. The process under the Act involves all of the following:

1. Publish a notice of the proposal in a newspaper circulating in the area of the proposed alcohol-free zone, allow inspection of the proposal and invite representations or objections within 30 days from the date of publication. The notice should state the exact location of the proposed alcohol-free zone, and the place and time at which the proposal may be inspected.

## Ministerial Guidelines on Alcohol-Free Zones

2. Send a copy of the proposal to:

- a) the Police Local Area Commander and the officer in charge of the police station within or nearest to the proposed zone,
- b) liquor licensees and secretaries of registered clubs whose premises border on, or adjoin or are adjacent to, the proposed zone,

and invite representations or objections within 30 days from the date of sending the copy of the proposal, AND

3. Send a copy of the proposal to the NSW Anti-Discrimination Board, if the local area is listed in Appendix 2 to these Guidelines, and invite representations or objections within 30 days from the date of sending the copy of the proposal. Other councils have the option of advising the Board if they wish to seek the Board's views on the proposed alcohol-free zone.

In addition to these statutory requirements there are other consultative avenues that may enhance the effectiveness of any alcohol-free zone that is subsequently established. Accordingly, a council is also required to:

4. Send a copy of the proposal to any known organisation representing or able to speak on behalf of an identifiable Aboriginal or culturally and linguistically diverse group within the local area and invite representations or objections within 30 days from the date of sending the copy of the proposal.

A council is to give proper consideration to any representations, submissions or objections received and as a result may amend or withdraw a proposal to establish an alcohol-free zone. However, any amendment that extends the location of the proposed alcohol-free zone must be supported by reasons (as outlined above).

### **COUNCIL RESOLUTION TO ESTABLISH AN ALCOHOL-FREE ZONE**

#### **section 644B (1) and (2)**

After complying with the procedures a council may, by resolution, adopt a proposal to establish an alcohol-free zone. The resolution itself will establish the zone.

After resolution, a council's usual administrative processes would apply in informing interested parties including any applicant, the Anti-Discrimination Board (if applicable), the relevant police Local Area Commander and officer in charge of the local police station (if different), affected liquor licensees and club secretaries and other organisations advised of the original proposal.

### **OPERATION OF AN ALCOHOL-FREE ZONE**

#### **section 644B (3) and (4)**

A council must publicly advise the establishment of an alcohol-free zone by notice published in a newspaper circulating in the area that includes the zone.

An alcohol-free zone will not operate until 7 days after publication of the notice AND until the roads, footpaths and public car parks affected are adequately signposted.

## Ministerial Guidelines on Alcohol-Free Zones

### Signage for Alcohol-Free Zones

A council is required to consult with the police regarding the placement of signs.

As a minimum, signs are to be placed at the outer limits of the zone, at the site of specific trouble spots (as indicated by the police) and at other suitable intervals within the zone.

Signs designating an alcohol-free zone must indicate that the drinking of alcohol is prohibited in the zone. Signs should note that alcohol may be seized and disposed of if alcohol is being consumed in the zone. Starting and finishing dates for the operation of the zone should also be included.

It is recommended that signs use consistent, easily recognisable symbols and include a map of the area defining the location of the zone. Some councils may choose to complement erected notices with spray-painted no-alcohol symbols on the footpaths.

Graphic representation on signs is an option. However, Standards Australia does not have an internationally recognised symbol for alcohol and considers that depiction of a bottle, glass AND can would be ideal to avoid confusion. The International Organisation for Standardisation (ISO) provides advice on methods that can be used to create different types of prohibition signs (ISO 7010-2003 *Safety Signs used in Workplaces and Public Areas*). This can be read with ISO 3864.3-2006 (*Design Principles for Graphical Symbols for use in Safety Signs*) which is used to ensure symbols and signs have the intended meaning and can be comprehended by persons as they enter the area the sign applies to. The Standard provides sizing requirements and font sizes for letters used in symbols.

Councils are encouraged to utilise symbols on their signage which don't rely on high levels of literacy.

The local Aboriginal community may be engaged to design signs which are also appropriate for their community.

## Ministerial Guidelines on Alcohol-Free Zones

The content of the sign below is considered a minimum standard.



*\* Insert appropriate directional arrow or map*

On such signs the dates may be inserted in a manner that allows re-use of the sign, provided the dates cannot be removed during the period of operation.

Signs are to be removed as soon as practicable, but no longer than 30 days, after the end date of an alcohol-free zone.

## SUSPENSION OR CANCELLATION OF AN ALCOHOL-FREE ZONE

### section 645

The power to suspend or cancel an alcohol-free zone during its period of operation is provided so that a council may respond to more immediate situations that arise within the area of the zone.

A council must pass a valid resolution to suspend or cancel a particular alcohol-free zone. Such action may be taken as a result of a request received from any person or body, or at a council's own initiative.

Liaison with the local police, before and after the council resolution, is essential to ensure that both groups are informed and action is coordinated. Additionally, a council may undertake any other consultation that it considers necessary.

A council must publish notice of a suspension or cancellation as required under section 645 (1) and (3). In the case of cancellation of an alcohol-free zone the signs should be removed immediately.



## Ministerial Guidelines on Alcohol-Free Zones

A council is not limited in the reasons for which it may suspend or cancel an alcohol-free zone. A suspension would not usually be appropriate for any period longer than one month, and generally would be of a much shorter duration eg. to accommodate a specific community event. Alcohol-free zone signage should be removed for the duration of any suspension of the zone.

The four year operation of an alcohol-free zone is not extended by any suspension occurring within that period.

### **RE-ESTABLISHMENT OF AN ALCOHOL-FREE ZONE**

#### **section 644B(4)**

An alcohol-free zone is essentially a short-term control measure and in many instances a zone will achieve the desired objectives within its operational period.

There is no general provision for an alcohol-free zone to be extended. However, the roads, footpaths or public car parks comprising a zone may be included in another alcohol-free zone of the same or different configuration, immediately following the cessation of the existing zone or at any future time.

All the requirements for the valid establishment of a zone apply whether or not any of the roads, footpaths or car parks concerned have previously been zoned as alcohol-free.

Where a proposal for an alcohol-free zone includes roads, footpaths or public car parks that have previously been zoned as alcohol-free, a council is to have regard to that previous zoning.

The evaluation criteria that councils use when considering the re-establishment of an alcohol free zone should include the following:

- what were the factors which originally supported a zoning in that area?
- how successful was the previous alcohol-free zone in achieving a reduction in unacceptable street drinking?
- what do police statistics indicate about the value of re-establishing an alcohol-free zone in that area?
- what other measures may need to be considered (eg a community education program) if unacceptable street drinking is still of concern in that area?
- has the community's perceptions of safety improved?

The re-establishment procedure provides a council with the opportunity to focus again on any community problems associated with irresponsible alcohol consumption and the range of strategies that may be implemented to address these problems.

## Ministerial Guidelines on Alcohol-Free Zones

### RECORDING OF ALCOHOL-FREE ZONES

The maintenance of appropriate records is essential for established alcohol-free zones. As a minimum, records need to be kept in sufficient detail:

- to document that all the steps for valid establishment have been undertaken
- to provide for removal of signs at the conclusion of the zone's operation
- to identify suspensions or cancellations of alcohol-free zones
- to avoid overlap in the establishment of alcohol-free zones
- to provide a reference base where re-establishment of an alcohol-free zone is sought.

### ENFORCEMENT OF ALCOHOL-FREE ZONES

#### sections 642 and 648

Alcohol-free zones may be enforced by any officer of the NSW Police Force or an enforcement officer. An enforcement officer means an employee of a council authorised in writing by the Commissioner of Police to be an enforcement officer for the purpose of section 642 of the Local Government Act.

The legislation applies to all persons, including minors.

The power to seize and tip out or otherwise dispose of alcohol without the need to issue a warning applies within an alcohol-free zone.

Where a council has authorised enforcement officers, the council will be required to adopt a procedure regarding the disposal of any alcohol that is seized.

A Police officer or authorised council enforcement officer may use their discretion to issue a warning to a person who is drinking in an alcohol free zone, for example, where the person may be unaware of the zone.

It should also be noted that in circumstances where a person does not co-operate with a Police officer or authorised council enforcement officer, they can be charged with obstruction under section 660 of the Local Government Act which carries a maximum penalty of \$2,200.

The Commissioner of Police has the power to authorise council officers to enforce alcohol-free zones. The Commissioner may delegate his or her authority to Police Local Area Commanders. Where councils identify benefits to their communities for their officers to enforce alcohol free zones, the general manager will need to liaise with the Local Area Commander to ensure that council officers are suitable for this enforcement role.

Only authorised employees of a council and not contractors, who may be otherwise engaged by a council to provide regulatory services, may be authorised for this purpose.

Councils are responsible for ensuring that their authorised enforcement officers have appropriate identification to support this enforcement role.

## Ministerial Guidelines on Alcohol-Free Zones

Councils with authorised council enforcement officers need to establish a system to record the number of occasions that these officers enforce the Alcohol-Free Zone legislation in their area. This should include monitoring the number of authorised council enforcement officers and how often alcohol is tipped out or otherwise disposed of. Councils may from time to time be required to report this data to the Department of Local Government to inform the evaluation of the usage of the Alcohol-Free Zone powers by councils.

It is important that the Police Local Area Commander and the officer-in-charge of the local police station (if different) are involved in the establishment procedure so that the zone operates and is enforced most effectively.

### **ALCOHOL-FREE ZONES AND COMMUNITY EDUCATION**

As well as the requirement to publish information in the local media about the establishment of an alcohol-free zone, the community will be better educated about the intent of the alcohol-free zone if a community education campaign is run in line with the establishment of the zone.

Councils may wish to engage their local Community Drug Action Team or Drug and Alcohol Service within their Area Health Service so that responsible drinking messages can be promoted within the community to coincide with the establishment of the alcohol-free zone.

Posters and other information about the consequences of irresponsible street drinking may be displayed in local licensed premises and bottle shops. Collaboration between council, the police and stakeholders including liquor licensees may be assisted through a local Liquor Accord. Further information on Liquor Accords is available on the Office of Liquor, Gaming and Racing website at [www.olgr.nsw.gov.au](http://www.olgr.nsw.gov.au).

## Ministerial Guidelines on Alcohol-Free Zones

**CONTACTS****Department of Local Government**

Level 1, 5 O'Keefe Avenue  
(Locked Bag 3015)  
Nowra, 2541

Telephone: (02) 4428 4100

Website: [www.dlg.nsw.gov.au](http://www.dlg.nsw.gov.au)

**Anti-Discrimination Board**

Level 4, 175 Castlereagh Street,  
Sydney  
(PO Box A2122, Sydney South, 1235)

Telephone:  
General Enquiry Service & Employers Advisory Service (02) 9268 5544  
For rural and regional New South Wales only 1800 670 812

Website: [www.lawlink.nsw.gov.au/adb](http://www.lawlink.nsw.gov.au/adb)

**NSW Police Service**

1 Charles Street  
(Locked Bag 5102)  
Parramatta, 2150

Telephone: 1800 622 571

Website: [www.police.nsw.gov.au](http://www.police.nsw.gov.au)

## Ministerial Guidelines on Alcohol-Free Zones

## Appendix 1

**APPLICATION FOR ALCOHOL-FREE ZONE**

(Local Government Act 1993, section 644)

To .....(Name of Council)

1 I .....  
(Full Name)2 of .....  
(Address) (Telephone No.)3 **Being** (tick appropriate box):(a) ☐ a representative of .....  
(Name of Community Group in area)(b) ☐ a police officer stationed at .....(c) ☐ a person living in the area(d) ☐ a person working in the area at .....  
(work address)**apply to the Council to establish an alcohol-free zone.****4 Roads or parts of roads ('roads' includes 'footpaths') and/ or public  
carparks to be included in the alcohol-free zone:**.....  
.....  
.....  
(Specify exactly by referring to street numbers or other landmarks)**5 Reasons for requesting the alcohol-free zone:**.....  
.....  
.....(Give details of obstruction, littering, personal injury, property damage, police  
intervention, etc. that have occurred on those roads or in those carparks)

Signed.....

Date.....

*Documents supporting the information on this form may be attached.*

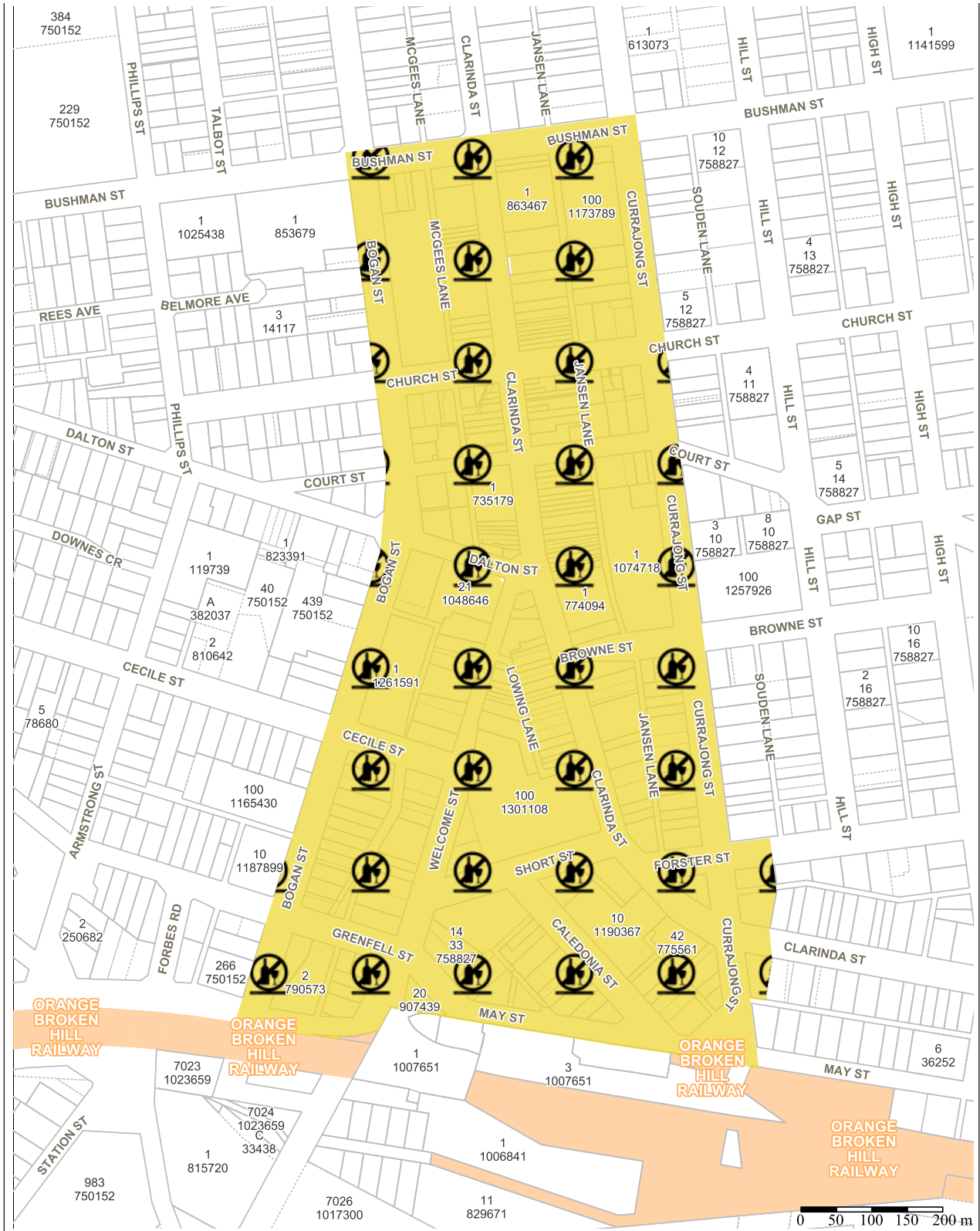
## Ministerial Guidelines on Alcohol-Free Zones

**Appendix 2****COUNCILS WHICH MUST CONSULT WITH  
THE ANTI-DISCRIMINATION BOARD**

Sixteen councils are required to consult with the NSW Anti-Discrimination Board in their establishment of an alcohol-free zone to provide a measure of protection against the possibility of a discriminatory impact upon certain groups in the community. These councils are:

Blacktown  
Bourke  
Campbelltown  
Dubbo  
Kempsey  
Lake Macquarie  
Liverpool  
Moree Plains  
Newcastle  
Penrith  
Randwick  
Shoalhaven  
South Sydney  
Tamworth  
Walgett  
Wollongong





**Parkes**  
Shire Council

Parkes Shire Council  
PO Box 337  
2 Cecil Street  
PARKES NSW 2870  
Telephone: 02 6861 2333  
Fax: 02 6862 3946

**Important Notice!**

This map is not a precise survey document. Accurate locations can only be determined by a survey on the ground. This information has been prepared for Council's internal purposes and for no other purpose. No statement is made about the accuracy or suitability of the information for use for any purpose (whether the purpose has been notified to Council or not). While every care is taken to ensure the accuracy of this data, neither the Parkes Shire Council nor the LPI makes any representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason.  
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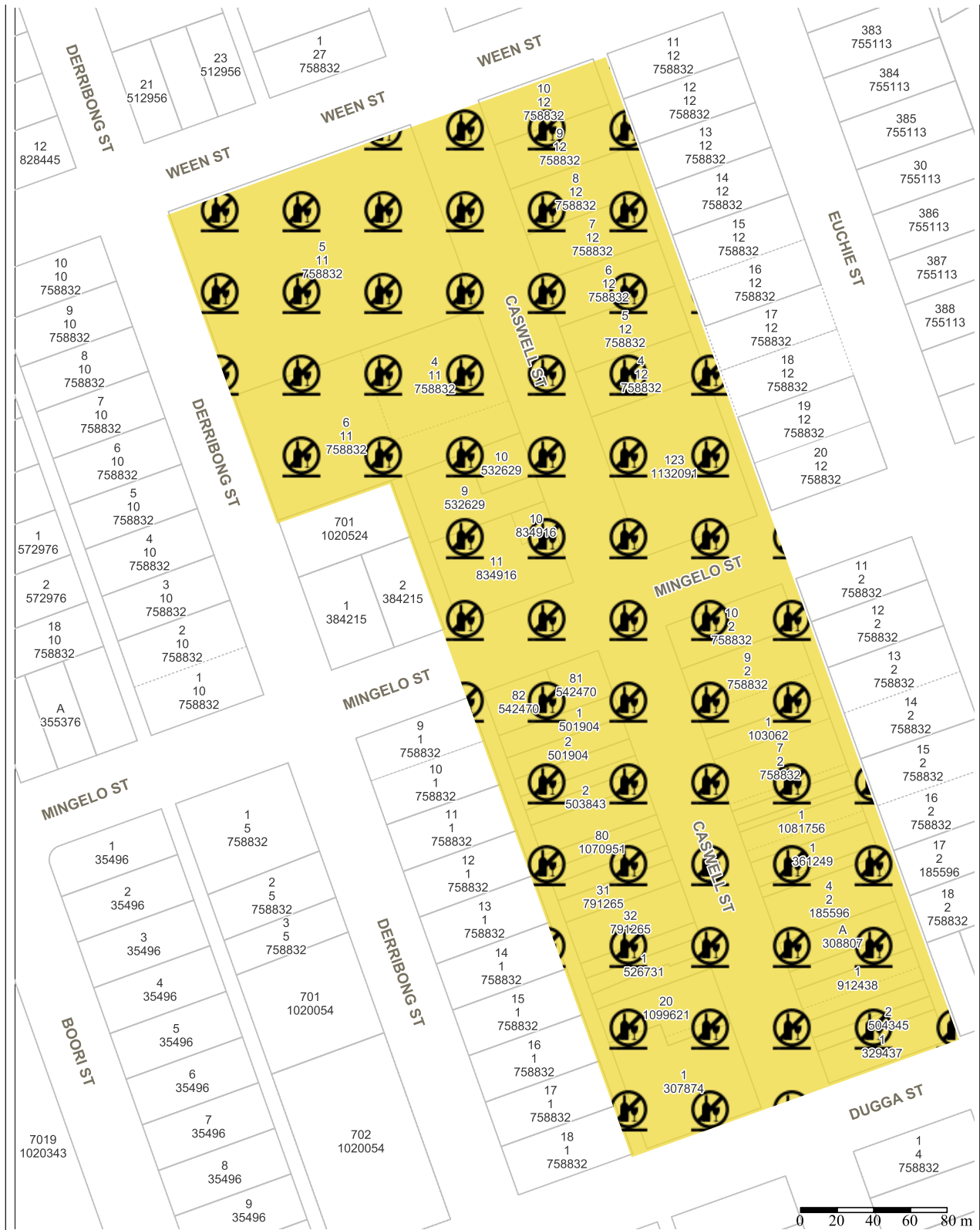


Drawn By: Anthony McGrath

Projection: GDA2020 / MGA zone 55

Date: 10/03/2025 9:35 AM

Map Scale: 1:6461 at A4



**Parkes**  
Shire Council

Parkes Shire Council  
PO Box 337  
2 Cecil Street  
PARKES NSW 2870  
Telephone: 02 6861 2333  
Fax: 02 6862 3946

**Important Notice!**

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Drawn By: Anthony McGrath

Projection: GDA2020 / MGA zone 55

Date: 10/03/2025 9:40 AM

Map Scale: 1:2534 at A4

**From:** "lynette ware" <[REDACTED]>  
**Sent:** Thu, 15 May 2025 12:25:19 +1000  
**To:** "Council" <Council@parkes.nsw.gov.au>  
**Subject:** Your Say - Alcohol Free Zones  
**Categories:** For ECM

I agree with AFZ in both peak hill and parkes including foot paths out side of hotels and restaurant's

**17.4 MAY 2025 BUILDING STATISTICS UPDATE****IP&R Linkage:** **Pillar:** Environment**Goal:** Our built environment is functional, sustainable and meets the needs of our growing community.**Strategy:** Manage our built environment in line with the Local Environmental Plan (LEP) and relevant legislation.**Author:** **Nerida Brown, Development Certificates Coordinator****Authoriser:** **Annalise Teale, Acting Director Planning and Community Services****Annexures:** **Nil**

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**RECOMMENDATION**

That:

1. Receive and note the May 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 May 2025 there were nine (9) Development Applications received totalling \$1,966,117.81 and seven (7) consents were issued. There was one (1) Council Complying Development Certificate received totalling \$730,000.00. One (1) Council Certifier consent was issued.

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

**Table 1: Development Applications**

Development Category	May 2025		May 2024	
	No.	Estimated Value	No.	Estimated Value
Commercial	2	\$1,589,447.90		
Community Facilities				
Industrial			1	\$50,000.00
Infrastructure				
Tourist Development				
Single Dwelling-house			2	\$751,652.00
Residential Alterations and Additions inc. ancillary / outbuildings	7	\$376,669.91	3	\$331,000.00
Residential Other				
Multi-Residential				
Seniors Living				
Subdivision only				
Secondary Dwelling				
Other inc. demolition, earthworks, advertising structure				
Mixed Development				
Totals	9	\$1,966,117.81	6	\$1,132,652.00
FYTD Totals	82*	\$18,989,652.62*	97	\$34,829,742.40

*\*Note: FYTD Adjustment - Subdivision Application Withdrawn*

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

**Table 2: Development Consents**

Application No.	Address	Description
DA2024/0090	2 Warragrah Place, PARKES	Erection of a New Structure - Carport
DA2025/0004	Oxley Street, PARKES	Alterations or Additions - Transport Depot
DA2025/0007	24 Weston Street, PARKES	Erection of a New Structure - Carport and Shed
DA2025/0016	52-58 Coronation Avenue, PARKES	Erection of a New Structure - Shed
DA2025/0019	7 Lynch Street, PARKES	Demolition of Existing Shed and Erection of a New Structure - Shed
DA2025/0020	Newell Highway, ALECTOWN	Secondary Dwelling (Manufactured Home)
DA2025/0022	252 Mugincoble Lane, PARKES	Erection of a New Structure - Farm Building (Cover Over Part Sheep Yard)

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

<b>Table 3: Complying Development Certificates</b>				
Development Category	May 2025		May 2024	
	No.	Estimated Value	No.	Estimated Value
Commercial	1	\$730,000.00	1	\$0.00
Community Facilities				
Industrial				
Infrastructure				
Tourist Development				
Single Dwelling-house				
Residential Alterations and Additions inc. ancillary / outbuildings			3	\$190,840.27
Residential Other				
Multi-Residential				
Seniors Living				
Subdivision only				
Secondary Dwelling				
Other inc. demolition, earthworks, advertising structure				
<b>Totals</b>	<b>1</b>	<b>\$730,000.00</b>	<b>4</b>	<b>\$190,840.27</b>
<b>FYTD Totals</b>	<b>11</b>	<b>\$2,352,824.96</b>	<b>31</b>	<b>\$21,893,361.45</b>

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

<b>Table 4: Complying Development Certificates</b>			
Application No.	Address	Description	Certifying Authority
CDC2025/0008	7 Bollinger Street, PARKES	Alteration and Additions to dwelling	Council

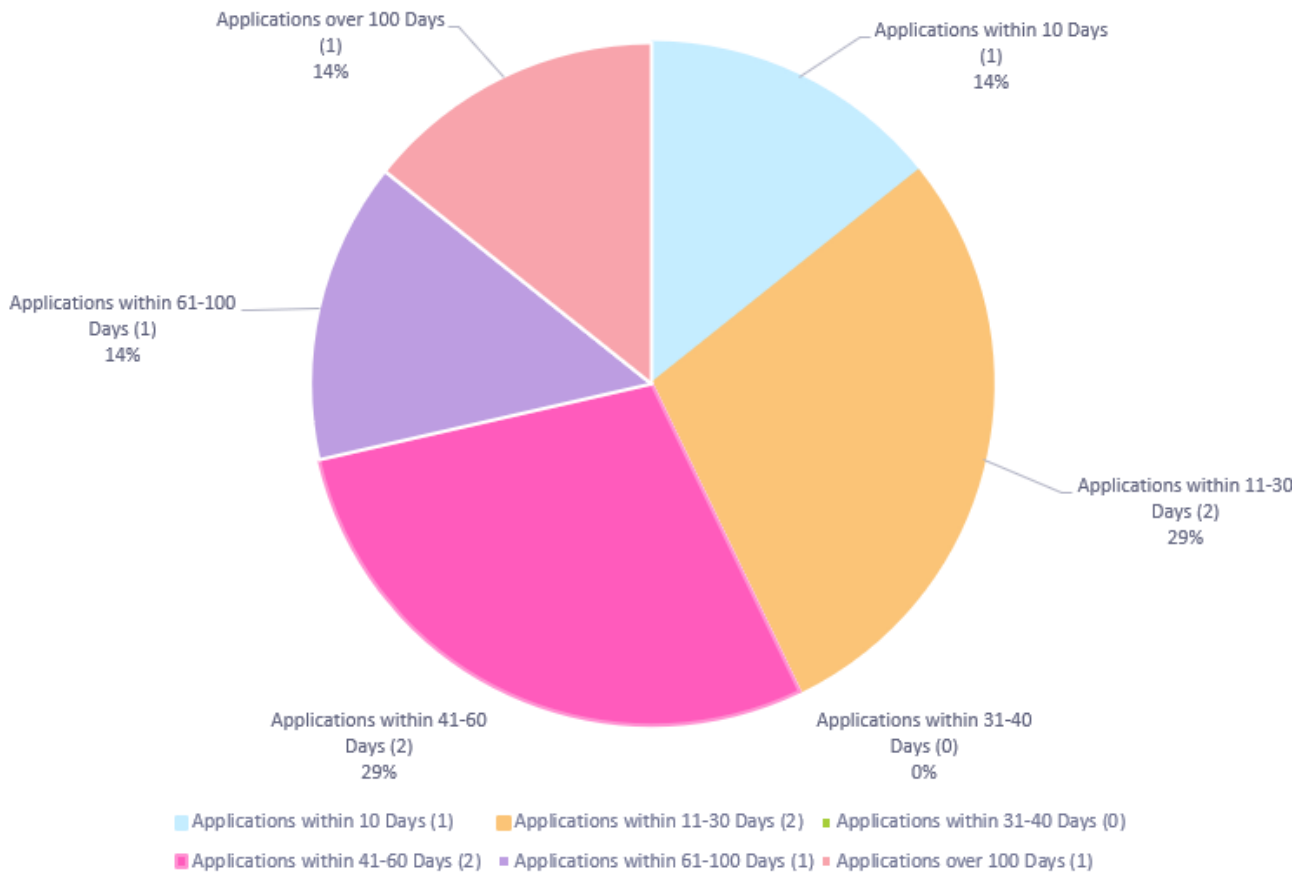
### DA Processing Times for Approvals

The information shown in the pie chart below is Development Application approvals issued for the period 1 May 2025 to 31 May 2025. It should be noted that a total four (4) Development Applications have been approved with an average of 60.92 days.

The average timeframe in which the internal referrals to the Technical Services and/or Infrastructure Departments were completed was 18.83 days.



### DA Processing Times for Approvals



### 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 May 2025 there were nine (9) Development Applications received totalling \$1,966,117.81 and seven (7) consents were issued. There was one (1) Council Complying Development Certificate received totalling \$730,000.00. One (1) Council Certifier consent was issued.

# Development Activity Report

May 2025

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



## LODGED

9

Development Applications

1

Complying Development Certificates



## DETERMINED

7

Development Applications

1

Complying Development Certificates

0

Private Certifier Complying Development Certificates



**AVERAGE  
DEVELOPMENT  
APPLICATION  
PROCESSING TIME  
THIS MONTH  
60.92**

## Approved Development Applications



**VALUE OF APPLICATIONS RECEIVED  
\$1,966,117.81**

**18 NOTICES OF MOTION/QUESTIONS WITH NOTICE****18.1 BRICK PIT WATER LEVEL AND IMPACT ON CHENEY PARK****Councillor:** Cr Louise O'Leary**Annexures:** Nil

---

**MOTION**

That Council:

1. Receive and note the information submitted by Cr Louise O'Leary, as detailed in this report.
2. Urgently review the Cheney Park complex drainage system to identify if there are any issues.
3. Urgently review the pumping of water from the Parkes Brick Pit to reduce the pressure on the underground aquifer.
4. Monitor the level of the Brick Pit to identify the optimum water level to reduce impact on the underground aquifer.

---

**BACKGROUND**

In February 2022, I put forth a Q&M regarding the water level at the Parkes Brick pit, (please refer to the links below) with recommendations passed at the meeting.

1. That Council's Operations and Infrastructure Departments monitor and report back to Council with an infrastructure solution, at a lower cost than the full rehabilitation, to drain the specific locations as an interim measure.
2. That Council provide information to the Parkes Sports Council about the underground water situation in Cheney Park.

22-059 Resolution

That the recommendation be adopted

Moved Cr O'Leary, seconded Cr McGrath

<https://www.parkes.nsw.gov.au/files/assets/public/v/1/council/meeting-business-papers/2022/february-15/late-agenda-for-ordinary-council-meeting-agenda-15-02-2022.pdf>

At last night's Parkes Sports Council meeting it was again discussed that there is NEW ground/grass damage noted on Cheney Park after the extensive drainage works have been completed.

It has also been noted that the Parkes Brick Pit water level is again high due to recent rains and is impacting on the underground water Aquifer under Cheney Park.

Several Committee members of the Sports Council voiced concerns that if the level of the Brick Pit is not reduced or pumped out to a lower level, the extra pressure/water will continue to impact on the aquifer and increase the salinity, causing ongoing damage.

I have also included several recent photos of Cheney Park and the Brick Pit water level for reference.











**OFFICER'S COMMENT**

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

**Commentary:**

Immediate action to lower the brickpit can be instigated.





**18.2 ODOUR COMPLAINT HANDLING**

**Author:** Ken McGrath, Councillor  
**Authoriser:** Kent Boyd PSM, General Manager  
**Annexures:** Nil

---

**RECOMMENDATION**

That Council:

1. Receive and note the response to the Question with Notice submitted by Cr Kenny McGrath, as detailed in this report.

---

**QUESTION**

The following Question with Notice was received from Councillor Kenny McGrath.

“Could I please raise concerns for the residents around the Pet Food Factory regarding the odour.”

**RESPONSE:**

Since July 2022, Council has received 20 Customer Requests (CRMs) asking Council to investigate offensive odour from the Pet Food Factory. 19 of the CRMs received have been from the same person.

Council has undertaken an investigation in response to every CRM. Five different staff have carried out over 40 investigations and failed to identify an offensive odour which would warrant further investigation or compliance action.

To support Council's investigations a diary (14 days) from the complainant has been requested detailing times / dates when the offensive odour has occurred. An odour diary assists Council in their investigations to determine whether factors such as the weather, temperature, inversion layers or factory processes are correlating to the times/dates in which the complainant is affected by the odour. Diaries have either not been provided when requested or were not considered detailed or records frequent enough to rely on for compliance action.

Nevertheless, Council has spoken to the Pet Food Factory who confirmed that they monitor their odour and that their operation runs 24 hours a day, 7 days a week. They advised that none of their processes should result in intermittent odours as their process is continuously the same.

The Environment Protection Authority (EPA) has odour specialists who provide technical support to Council. The Environment Protection Authority have been provided with a copy of the odour assessments submitted with the development application for the Pet Food Factory and baseline odour studies for the Parkes Special Activation Precinct which included readings from the Pet Food Factory. Council will consider any feedback from EPA in their technical review.

**18.3 NOTICE TO RESCIND RESOLUTION ECMCC 012/25 RELATING TO PSC2025/002 – FACILITY MANAGEMENT PARKES AQUATIC FACILITIES.****Councillor:** Cr Neil Westcott**Annexures:** Nil

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**MOTION**

That Council:

1. Rescind resolution **[ECMCC 012/25]** from the Extraordinary Council meeting held on 3 June 2025 relating to contract PSC2025/002 – Facility Management Parkes Aquatic Facilities.

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**BACKGROUND**

At the Ordinary Council Meeting held on 3 June 2025, Council considered **Item 8.1 - PSC2025/002 – Facility Management Parkes Aquatic Facilities**. Council resolved in part to “negotiate with the preferred tenderer”, however the intent was not to negotiate only to “clarify”.

Following the meeting, Councillors Westcott, Pout and Applebee, submitted a letter requesting that the original decision be rescinded.

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

The notice to alter or rescind a motion was received in accord with section 17.6 of the Code of Meeting practice.

No attempt to “negotiate” was made pursuant to the original Motion.

Staff were aware that post-tender negotiations are not permitted, however the word “negotiate” was inadvertently include in the resolution, which was an error. Clarifications can be sought providing all tenderers are afforded the same request.

The rescission motion is entirely appropriate.

Council now has the opportunity to accept a tender or reject all tenders.

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**19 CONFIDENTIAL MATTERS**

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**RECOMMENDATION**

That Ordinary Council Meeting:

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

**19.1 2025002 - FACILITY MANAGEMENT PARKES & VILLAGES AQUATIC FACILITIES**

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 ELECTRICITY PROCUREMENT FOR SMALL MARKET SITES**

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

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

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

**BACKGROUND, ISSUES AND COMMENTARY**

In accordance with section 10A(2) of the *Local Government Act 1993*, Council may close part of its meeting to deal with business of the following kind:

- (a) Personnel matters concerning particular individuals (other than councillors).
- (b) Personal hardship of any resident or ratepayer.
- (c) Information that would, if disclosed, confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business.
- (d) Commercial information of a confidential nature that would, if disclosed:
  - (i) Prejudice the commercial position of a person who supplied it: or
  - (ii) Confer a commercial advantage on a competitor of Council;



- (iii) Reveal a trade secret.
- (e) Information that would, if disclosed, prejudice the maintenance of law.
- (f) Matters affecting the security of Council, Councillors, Council staff and Council property.
- (g) Advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege.
- (h) Information concerning the nature and location of a place or an item of Aboriginal significance on community land.
- (i) Alleged contraventions of any Code of Conduct requirements applicable under section 440.

It is my opinion that the business listed in the recommendation is of a kind referred to in section 10A(2) of the *Local Government Act 1993* and, under the provisions of the Act and the *Local Government (General) Regulation 2021*, should be dealt with in a part of the meeting that is closed to members of the public and the media.

Pursuant to section 10A(4) of the Act and clauses 14.9–14.10 of Council's Code of Meeting Practice, members of the public may make representations to the meeting immediately after the motion to close part of the meeting is moved and seconded, as to whether that part of the meeting should be closed.

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**20      REPORT OF CONFIDENTIAL RESOLUTIONS**

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

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