

# Ordinary Council Meeting

## Business Paper

Pursuant to section 9 of the *Local Government Act 1993*, notice is hereby given that an Ordinary Council Meeting of Parkes Shire Council will be held in the Parkes Council Chambers, 2 Cecile Street, Parkes on Tuesday 19 August 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 and 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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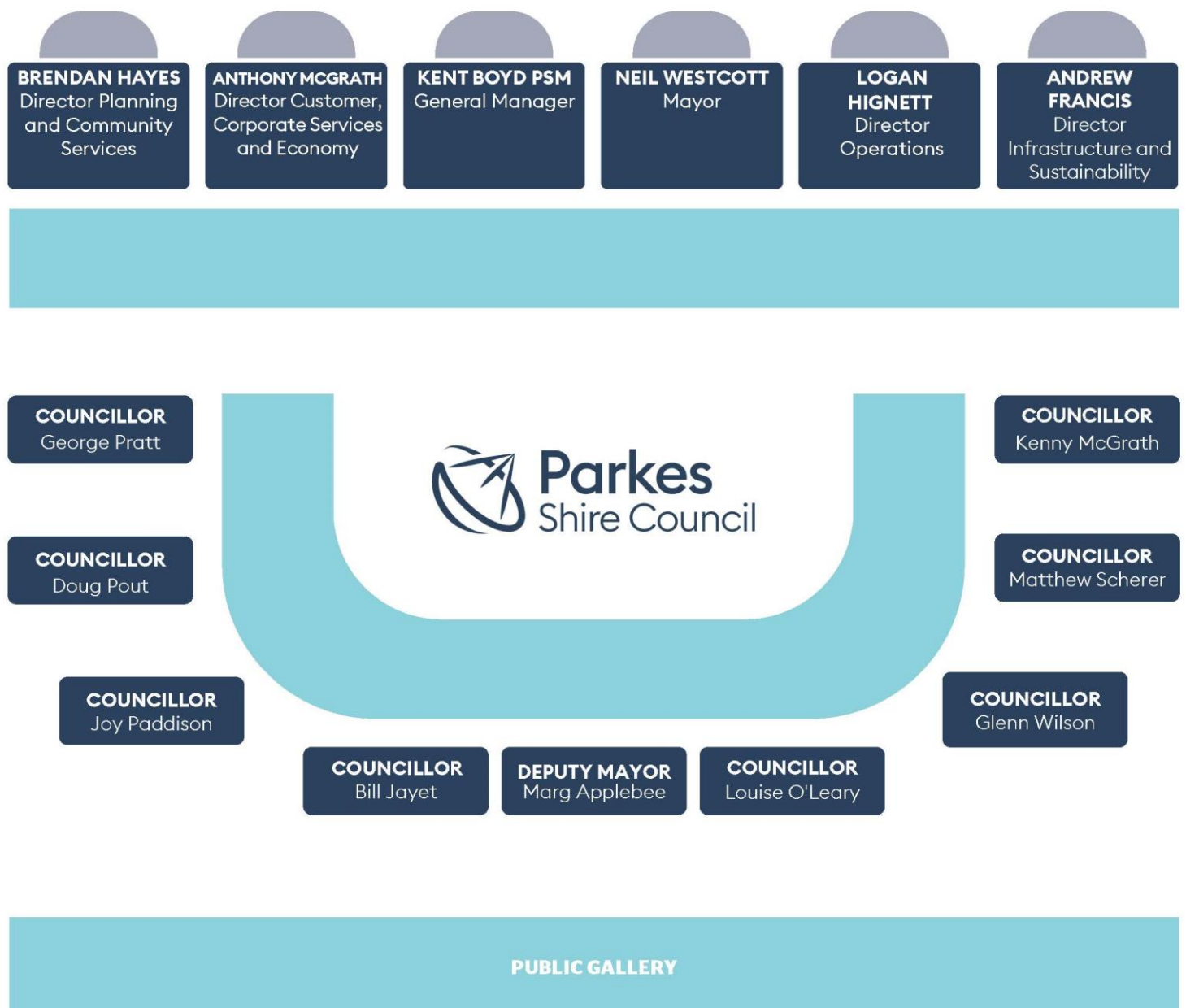
Pursuant to section 223 of the *Local Government Act 1993*, the role of Parkes Shire Council's governing body is:

- 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



## 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 COUNCIL MEETING HELD ON 15 JULY 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 Council Meeting Minutes - 15 July 2025****RECOMMENDATION**

That Ordinary Council Meeting:

1. Receive and confirm the Minutes of the Ordinary Council Meeting held on Tuesday 15 July 2025 appended at *Annexure A*.

# Ordinary Council Meeting

## Minutes

Tuesday 15 July 2025





**Minutes of the Ordinary Council Meeting**  
**Held on Tuesday, 15 July 2025 at the**  
**Parkes Council Chamber, 2 Cecile Street, Parkes**

**Present:**

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

**Council Officers in Attendance:**

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

**NOTES**

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

The meeting commenced at 3:00 pm and concluded at 5:18 pm.

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## 1 OPENING OF MEETING

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The Mayor declared the Ordinary Council Meeting of Tuesday 15 July 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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The Deputy Mayor read the following Acknowledgement of Country:

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

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

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## 3 PRAYER

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The General Manager read the Prayer:

O God,  
Direct the way of our words and works,  
In accordance with Thy Will,  
We Pray through Jesus Christ, Our Lord,  
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AMEN

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## 4 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE

Nil

## 5 APPLICATIONS TO ATTEND BY AUDIO-VISUAL LINK

An application to attend by audio-visual link was received from Councillor Louise O'Leary.

## 6 CONFIRMATION OF MINUTES

### 6.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 17 JUNE 2025

#### RESOLVED OCM 225/25

Moved: Cr Marg Applebee

Seconded: Cr Doug Pout

That Ordinary Council Meeting receive and confirm the Minutes of the Ordinary Council Meeting held on Tuesday 17 June 2025 appended at *Annexure A*.

**CARRIED**

## 7 DISCLOSURES OF INTERESTS

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

Cr William Jayet disclosed a significant non-pecuniary interest in relation to item 17.1 Development Application No. DA2024/0095 - Outdoor Recreation Facility (Motorcross Track), 30 Heraghty Road Parkes and chose to remain in the meeting, participate in debate and discussion on the matter, and vote on the matter. The reason provided was:

*"I have known all parties involved in this DA for many, many years and am on a first name basis with Jill and Greg Peterson, Trish and Peter Martin, Kirralee and Matthew Littlewood."*

Cr Joy Paddison disclosed a significant non-pecuniary interest in relation to item 17.1 Development Application No. DA2024/0095 - Outdoor Recreation Facility (Motorcross Track), 30 Heraghty Road Parkes and chose to leave the meeting and not participate in debate and discussion on the matter, and not vote on the matter. The reason provided was:

*"We are relatives of Matt and Kirralee Littlewood and friends of Greg and Jill Peterson and Pete and Trish Martin. I don't believe I could be impartial in relation to either party."*

General Manager Kent Boyd disclosed a pecuniary interest in relation to item 19.1 General Manager Performance Review for the period 01.07.2024 to 30.06.2025 and chose to leave meeting, not participate in debate and discussion on the matter, and not vote on the matter take. The reason provided was:

*"I am the General Manager."*

General Manager Kent Boyd disclosed a less than significant non-pecuniary interest in relation to item 19.2 Design and Construction of Graddle Creek Bridge - PSC2025/001 and chose to remain in the meeting, participate in debate and discussion on the matter, and vote on the matter. The reason provided was:

*"The property "Curra Park" is on Curra Lane (which ends near this bridge) approximately 15 kms from the Bridge being built. The Farm is owned by IVIC P/L of which I am a Director and Shareholder. It is the family farm held since 1950 and is currently being sold. The bridge, and/or the Contractor building the bridge will have no impact on the sale of the land and therefore no pecuniary interest."*

Cr Joy Paddison disclosed a pecuniary interest in relation to item 19.2 Design and Construction of Graddle Creek Bridge - PSC2025/001 and chose to leave meeting, not participate in debate and discussion on the matter, and not vote on the matter take. The reason provided was:

*"Our Partnership GM & J Paddison sells grain to Dearnu Pty Ltd therefore a financial interest could be perceived as a bias."*

## **8 LATE BUSINESS**

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

## **9 ADOPTION OF MULTIPLE ITEMS OF BUSINESS**

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

### **9.1 ADOPTION OF MULTIPLE ITEMS OF BUSINESS**

#### **RESOLVED OCM 226/25**

Moved: Cr Marg Applebee

Seconded: Cr William Jayet

10.1 Coming Known Events for Mayor and Councillors.

10.2 Meetings, Functions and Events Attended by Mayor and Councillors.

10.3 Local Government NSW's Cost Shifting Report.

11.1 Country Mayors Association: Minutes from the Meeting held on 9 May 2025.

11.2 National General Assembly (NGA) Conference in Canberra.

12.2 Minutes of the Rural Roads Advisory Committee Meeting held on 12 June 2025.

12.3 Minutes of the Economy, Destination and Events Advisory Committee Meeting held on 17 June 2025.

12.4 Minutes of the Floodplain Management Committee Meeting held on 17 June 2025.

12.5 Minutes of the Plant Procurement Advisory Committee Meeting held on 25 June 2025.

13.1 Funds to Lobby for the Return of Mining Royalties to Affected Communities.

14.4 Endorsement of Town Crier's Attendance at 2025 National Town Crier Championships.

17.3 2025 Cultural Grants Presentation.

17.4 (DCPS) Quarterly Ranges Report April to June 2025.

17.5 June 2025 Building Statistics Update.

**CARRIED**



**10 MAYORAL MINUTE(S)****10.1 COMING KNOWN EVENTS FOR MAYOR AND COUNCILLORS****RESOLVED OCM 227/25**

Moved: Cr Marg Applebee

Seconded: Cr William Jayet

That Council:

1. Note the known upcoming meetings, functions and events for the Mayor and Councillors for the period 12 July 2025 to 16 August 2025:

**CARRIED****10.2 MEETINGS, FUNCTIONS AND EVENTS ATTENDED BY MAYOR AND COUNCILLORS****RESOLVED OCM 228/25**

Moved: Cr Marg Applebee

Seconded: Cr William Jayet

That Council:

1. Note the report on the Meetings functions and events attended in an official capacity, by the Mayor and Councillors during the period 13 June 2025 through to 11 July 2025.

**CARRIED****10.3 LOCAL GOVERNMENT NSW'S COST SHIFTING REPORT****RESOLVED OCM 229/25**

Moved: Cr Marg Applebee

Seconded: Cr William Jayet

That Council:

1. Note the findings of the LGNSW Cost Shifting report for the 2023/2024 financial year; and
2. Place a copy of the cost shifting report on Council's website so that our communities can access it; and
3. Council writes to the Premier, the NSW Treasurer and the NSW Minister for Local Government seeking that they urgently address these costs through a combination of regulatory reform and appropriate funding.
4. Write to the President of LGNSW, Mayor Phyllis Miller OAM, acknowledging the strong advocacy undertaken on behalf of the Local Government industry.

**CARRIED**

**10.4 OPENING OF THE "HEART OF PARKES" - RURAL DOCTOR TRAINING FACILITY****RESOLVED OCM 230/25**

Moved: Cr Neil Westcott

Seconded: Cr Marg Applebee

That Council:

1. Congratulate Northparkes Mines, Evolution Mining and Charles Sturt University for continuing the Rural Doctors Program in Parkes by developing a new purpose-built training facility

**CARRIED****10.5 PARKES SHIRE COUNCIL AWARDED THE 2025 OUTSTANDING RURAL AND REMOTE COUNCIL FOR INNOVATION IN FLEET MANAGEMENT****RESOLVED OCM 231/25**

Moved: Cr Ken McGrath

Seconded: Cr George Pratt

That Council:

1. Receive and note the information about the national award for innovation in fleet management
2. Congratulate Council's Fleet and Depot Manager Mr Michael O'Shannessy and his team on their outstanding achievement.

**CARRIED****11 COUNCILLOR REPORT(S)****11.1 COUNTRY MAYORS ASSOCIATION: MINUTES FROM THE MEETING HELD ON 9 MAY 2025****RESOLVED OCM 232/25**

Moved: Cr Marg Applebee

Seconded: Cr William Jayet

That:

1. Receive and note the Minutes from the Country Mayors Association (CMA) meeting held on 9 May 2025.

**CARRIED**

**11.2 NATIONAL GENERAL ASSEMBLY (NGA) CONFERENCE IN CANBERRA****RESOLVED OCM 233/25**

Moved: Cr Marg Applebee

Seconded: Cr William Jayet

That:

1. Council receive and note the information about the National General Assembly of Local Government in Canberra.

**CARRIED****12 REPORTS OF COMMITTEES****12.1 MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING  
HELD ON 28 MAY 2025****RESOLVED OCM 234/25**

Moved: Cr Joy Paddison

Seconded: Cr Marg Applebee

That Council:

1. Receive and confirm the Minutes of the Audit, Risk and Improvement Committee Meeting held on Wednesday 28 May 2025 appended at *Annexure A*.

**CARRIED****12.2 MINUTES OF THE RURAL ROADS ADVISORY COMMITTEE MEETING HELD ON 12  
JUNE 2025****RESOLVED OCM 235/25**

Moved: Cr Marg Applebee

Seconded: Cr William Jayet

That Council:

1. Receive and confirm the Minutes of the Rural Roads Advisory Committee Meeting held on Thursday 12 June 2025 appended at *Annexure A*.

**CARRIED**

**12.3 MINUTES OF THE ECONOMY, DESTINATION AND EVENTS ADVISORY COMMITTEE MEETING HELD ON 17 JUNE 2025****RESOLVED OCM 236/25**

Moved: Cr Marg Applebee

Seconded: Cr William Jayet

That Council:

1. Receive and confirm the Minutes of the Economy, Destination and Events Advisory Committee Meeting held on Tuesday 17 June 2025 appended at *Annexure A*.

**CARRIED****12.4 MINUTES OF THE FLOODPLAIN MANAGEMENT COMMITTEE MEETING HELD ON 17 JUNE 2025****RESOLVED OCM 237/25**

Moved: Cr Marg Applebee

Seconded: Cr William Jayet

That Council:

1. Receive and confirm the Minutes of the Floodplain Management Committee Meeting held on Tuesday 17 June 2025 appended at *Annexure A*.

**CARRIED****12.5 MINUTES OF THE PLANT PROCUREMENT ADVISORY COMMITTEE MEETING HELD ON 25 JUNE 2025****RESOLVED OCM 238/25**

Moved: Cr Marg Applebee

Seconded: Cr William Jayet

That Council:

1. Receive and confirm the Minutes of the Plant Procurement Advisory Committee Meeting held on Wednesday 25 June 2025 appended at *Annexure A*.

**CARRIED**

**13 REPORTS OF THE GENERAL MANAGER****13.1 FUNDS TO LOBBY FOR THE RETURN OF MINING ROYALTIES TO AFFECTED COMMUNITIES****RESOLVED OCM 239/25**

Moved: Cr Marg Applebee

Seconded: Cr William Jayet

That:

1. \$15,000 be allocated from the existing budget to support advocacy efforts aimed at securing the return of a portion of mining royalties to the communities that host, or are affected by, mining operations.

**CARRIED**

At 3:20 pm, Cr Louise O'Leary left the meeting.

At 3:22 pm, Cr Louise O'Leary rejoined the meeting.

**13.2 THE WELCOME INDUSTRIAL LAND RELEASE****RESOLVED OCM 240/25**

Moved: Cr Ken McGrath

Seconded: Cr Doug Pout

That:

1. Council receive and note the report.
2. Council call Expressions of Interest for "The Welcome" industrial land release.

**CARRIED****13.3 DRAFT FINANCIAL REPORTS AS AT 30 JUNE 2025****RESOLVED OCM 241/25**

Moved: Cr Marg Applebee

Seconded: Cr William Jayet

That Council:

1. Receive and note the draft income statement for the 2024/25 financial year.

**CARRIED**

**13.4 INVESTMENTS AND BORROWINGS REPORT AS AT 30 JUNE 2025****RESOLVED OCM 242/25**

Moved: Cr Marg Applebee

Seconded: Cr Doug Pout

That Council:

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

**CARRIED****14 REPORTS OF THE DIRECTOR CUSTOMER, CORPORATE SERVICES AND ECONOMY****14.1 MAJOR PROJECTS AND CURRENT WORKS - CUSTOMER, CORPORATE SERVICES & ECONOMY - JUNE 2025.****RESOLVED OCM 243/25**

Moved: Cr Marg Applebee

Seconded: Cr George Pratt

That Council:

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

**CARRIED****14.2 CUSTOMER SERVICES - UPDATE ON IMPLEMENTATION OF SERVICE REVIEW ACTIONS****RESOLVED OCM 244/25**

Moved: Cr William Jayet

Seconded: Cr Marg Applebee

That Council:

1. Receive and note the progress and changes being introduced in relation to the implementation of the actions from the Customer Services Service Review.

**CARRIED**



**14.3 PARKES SHIRE SIGNAGE STAGE ONE ROLLOUT LOCATIONS****RESOLVED OCM 245/25**

Moved: Cr Doug Pout

Seconded: Cr George Pratt

That Council:

1. Endorses the proposed locations for Stage 1 signage rollout as outlined in this report.
2. Note that installation works are scheduled for completion by December 2025 in accordance with funding requirements.

**CARRIED****14.4 ENDORSEMENT OF TOWN CRIER'S ATTENDANCE AT 2025 NATIONAL TOWN CRIER CHAMPIONSHIPS****RESOLVED OCM 246/25**

Moved: Cr Marg Applebee

Seconded: Cr William Jayet

That Council:

1. Endorse the attendance of Parkes Shire Council's Town Crier, Mr Tim Keith, at the Australian Town Crier Championships in Canberra, ACT from 9 to 12 October 2025.
2. Reimburse travel and accommodation costs, estimated to be \$657, to Mr Keith upon presentation of receipts.
3. Endorse the presentation of an appropriate gift by the Town Crier at the Championships up to the value of \$80.

**CARRIED****15 REPORTS OF THE DIRECTOR INFRASTRUCTURE AND SUSTAINABILITY****15.1 MAJOR PROJECTS AND CURRENT WORKS - INFRASTRUCTURE AND SUSTAINABILITY****RESOLVED OCM 247/25**

Moved: Cr William Jayet

Seconded: Cr Marg Applebee

That Council:

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

**CARRIED**

**15.2 CRITICAL REPAIR OF WATER AND SEWER INFRASTRUCTURE - FUNDING ANNOUNCED****RESOLVED OCM 248/25**

Moved: Cr Neil Westcott

Seconded: Cr Glenn Wilson

That Council:

1. Formally write and thank The Hon. Janelle Saffin, MP, (Minister for Recovery) and Mr Philip Donato, MP (Member for Orange), for their considerable assistance in the \$22.9 million being committed by the NSW Government to rebuild and reconfigure the Lake Endeavour pipeline and the Beargamil Dam Wall repair.

**CARRIED****16 REPORTS OF THE DIRECTOR OPERATIONS****16.1 MAJOR PROJECTS AND CURRENT WORKS - OPERATIONS****RESOLVED OCM 249/25**

Moved: Cr Doug Pout

Seconded: Cr Marg Applebee

That Council:

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

**CARRIED****17 REPORTS OF THE DIRECTOR PLANNING AND COMMUNITY SERVICES**

At 4:09 pm, Cr Joy Paddison left the meeting due to a declared interest in Item 17.1.

**17.1 DEVELOPMENT APPLICATION NO. DA2024/0095 - OUTDOOR RECREATION FACILITY (MOTORCROSS TRACK), 30 HERAGHTY ROAD PARKES****RESOLVED OCM 250/25**

Moved: Cr William Jayet

Seconded: Cr Marg Applebee

That:

1. Council approve DA2024/0095 subject to the conditions contained in the report.

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

Against: Nil

**CARRIED 9/0**

At 4:24 pm, Cr Louise O'Leary left the meeting during the discussions of Item 17.1.

At 4:25 pm, Cr Louise O'Leary rejoined the meeting before Item 17.1 was voted on.

At 4:25 pm, Cr Joy Paddison rejoined the meeting after Item 17.1 was discussed.

At 4:25 pm, Cr George Pratt left the meeting.

At 4:29 pm, Cr George Pratt rejoined the meeting.

## **17.2 PLANNING PROPOSAL - RECLASSIFICATION OF COMMUNITY TO OPERATIONAL LAND - ARMSTRONG STREET, PARKES**

### **RESOLVED OCM 251/25**

Moved: Cr William Jayet

Seconded: Cr Glenn Wilson

That:

1. Council acknowledges the submissions received during public exhibition and during the Public Hearing and proceed to finalise the amendment to the Parkes Local Environmental Plan 2012 to reclassify Lot 1 DP119739 from Community to Operational Land.

**CARRIED**

## **17.3 2025 CULTURAL GRANTS PRESENTATION**

### **RESOLVED OCM 252/25**

Moved: Cr Marg Applebee

Seconded: Cr William Jayet

That:

1. Council note this report.

**CARRIED**

## **17.4 (DCPS) QUARTERLY RANGERS REPORT APRIL TO JUNE 2025**

### **RESOLVED OCM 253/25**

Moved: Cr Marg Applebee

Seconded: Cr William Jayet

That:

1. The report be noted.

**CARRIED**

**17.5 JUNE 2025 BUILDING STATISTICS UPDATE****RESOLVED OCM 254/25**

Moved: Cr Marg Applebee

Seconded: Cr William Jayet

That:

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

**CARRIED**

At 4:30 pm, Cr Doug Pout left the meeting.

At 4:32 pm, Cr Doug Pout rejoined the meeting.

**18 NOTICES OF MOTION/QUESTIONS WITH NOTICE****18.1 AGREEMENTS OR DOCUMENTS SIGNED RELATING TO THE PARKES SPECIAL ACTIVATION PRECINCT (SAP)****RESOLVED OCM 255/25**

Moved: Cr Glenn Wilson

Seconded: Cr Marg Applebee

That Council:

1. Receive and note the response to the Question with Notice submitted by Cr Glenn Wilson, as detailed in this report.

**CARRIED****18.2 COUNCIL OPTIONS ON LAND WITHIN THE PARKES SPECIAL ACTIVATION PRECINCT****RESOLVED OCM 256/25**

Moved: Cr Glenn Wilson

Seconded: Cr Marg Applebee

That Council:

1. Receive and note the response to the Question with Notice submitted by Cr Glenn Wilson, as detailed in this report.

**CARRIED**

**18.3 ENGAGEMENT OF A PROBITY OFFICER FOR TENDER PROCESS OVERSIGHT****RESOLVED OCM 257/25**

Moved: Cr Glenn Wilson

Seconded: Cr Marg Applebee

That Council:

1. Receive and note the response to the Question with Notice submitted by Cr Glenn Wilson, as detailed in this report.

**CARRIED****19 CONFIDENTIAL MATTERS****RESOLVED OCM 258/25**

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 GENERAL MANAGER PERFORMANCE REVIEW FOR THE PERIOD  
01.07.2024 TO 30.06.2025**

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

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

**19.2 DESIGN AND CONSTRUCTION OF GRADDLE CREEK BRIDGE -  
PSC2025/001**

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

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

**19.3 ROSE STREET SUBDIVISION RETAINING WALLS - PSC2025/047**

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

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

#### **19.4 APPOINTMENT OF COMMUNITY REPRESENTATIVE – COMMUNITY, LIVEABILITY & ACCESS ADVISORY COMMITTEE**

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

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

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 4:44 pm the General Manager Kent Boyd left the meeting due to a declared interest in Item 19.1.

At 4:44 pm, the Meeting went into Closed Session.

#### **19.1 GENERAL MANAGER PERFORMANCE REVIEW FOR THE PERIOD 01.07.2024 TO 30.06.2025**

##### **RESOLVED OCM 259/25**

Moved: Cr Neil Westcott

Seconded: Cr Doug Pout

That Council:

1. Receive the General Manager's Performance review appended as *Annexure B*.
2. Congratulate the General Manager on the result of his performance review.
3. Agree to extend the General Managers Contract to 2 July 2027
4. Allow the Mayor, in liaison with the General Manager Performance Review Committee, finalise contractual arrangements for the contract extension, generally in alignment with the existing Contract.
5. Endorse the appointment of the Director of Infrastructure, Andrew Francis, as Acting General Manager, from Friday 22 August 2025 to Monday 22 September 2025, during the General Manager's next period of leave.
6. Appoint an Acting General Manager from the pool of Directors for periods of leave of up to four (4) weeks and that these short term, temporary appointments be communicated by the General Manager and the Mayor to the Councillors when required and prior to the leave period, if possible.

**CARRIED**



At 4:54 pm, General Manager Kent Boyd returned to the meeting.

At 4:54 pm, Cr Joy Paddison left the meeting due to a declared interest in Item 19.2.

**19.2 DESIGN AND CONSTRUCTION OF GRADDE CREEK BRIDGE - PSC2025/001****RESOLVED OCM 260/25**

Moved: Cr Ken McGrath

Seconded: Cr William Jayet

That:

1. Contract No. PSC2025/001 be awarded to Dearnu Pty Ltd for the sum of \$1,602,220.00 (including GST) and in addition Council accept the Alternate Traffic Railing proposal for an additional \$119,000.00 (including GST) resulting in a total contract sum of \$1,721,220.00.

**CARRIED**

At 4:58 pm, Cr Joy Paddison rejoined the meeting.

**19.3 ROSE STREET SUBDIVISION RETAINING WALLS - PSC2025/047****RESOLVED OCM 261/25**

Moved: Cr Doug Pout

Seconded: Cr Marg Applebee

That:

1. Council Award Contract PSC2025/047 – Design, Supply and Option of Installation of Retaining Walls to Waratah Landscapes and Garden Supplies Pty Ltd (Option 3) for the amount of \$203,530.00 (ex GST).
2. Authorise the General Manager to execute the contract and associated documentation.

**CARRIED**

**19.4 APPOINTMENT OF COMMUNITY REPRESENTATIVE – COMMUNITY, LIVEABILITY & ACCESS ADVISORY COMMITTEE****RESOLVED OCM 262/25**

Moved: Cr George Pratt

Seconded: Cr Joy Paddison

That Council:

1. Moves that Jessica Macdonald be appointed as the third Community Representative on the Community, Liveability & Access Advisory Committee.

**CARRIED**

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**RESOLVED OCM 263/25**

Moved: Cr William Jayet

Seconded: Cr Marg Applebee

That Ordinary Council Meeting:

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

**CARRIED**

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At 5:16 pm, the Council in Closed Session returned to Open Session.

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**20 REPORT OF CONFIDENTIAL RESOLUTIONS**

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

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**21 CONCLUSION OF MEETING**

The meeting concluded at 5:18 pm.

This is the final page of the minutes comprising 16 pages numbered 1 to 16 of the Ordinary Council Meeting held on Tuesday, 15 July 2025 and confirmed on Tuesday, 19 August 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 11 July 2025 through to 15 August 2025.

#### REPORT

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

Table 1: Meetings, Functions and Events attended by Mayor and Councillors	
Date	Function
Monday 14 July	Parkes Shire Australia Day Committee Meeting, Committee Room <b>Mayor Neil Westcott, Deputy Mayor Marg Applebee and Cr Louise O'Leary</b>
Tuesday 15 July	Economy, Destination and Events Advisory Committee Meeting, Cooke Park Pavilion <b>Mayor Neil Westcott, Deputy Mayor Marg Applebee, Cr Joy Paddison, Cr Doug Pout, Cr Bill Jayet and Cr Glenn Wilson</b>  Bogan Gate Site Visit All Councillors & Directors <b>Mayor Neil Westcott, Deputy Mayor Marg Applebee, Cr Bill Jayet, Cr Joy Paddison, Cr Doug Pout, Cr George Pratt, Cr Kenny McGrath, Cr Glenn Wilson, General Manager Kent Boyd, Acting Director of Planning &amp; Community Services Annalise Teale, Acting Director of Operations Michael O'Shannessy and Mr Michael Carter</b> <b>Apology: Cr Louise O'Leary and Cr Matthew Scherer</b>

	Ordinary Council Meeting, Council Chambers <b>All Councillors &amp; Directors</b>
Wednesday 16 July	Meals on Wheels Christmas in July Luncheon, Parkes Services Club <b>Cr Doug Pout</b>
Thursday 17 July	ABC Interview about Wetlands, Parkes <b>Deputy Mayor Marg Applebee</b>
Friday 18 July	Interview with 7News about Wetlands, Parkes <b>Deputy Mayor Marg Applebee</b>  Interview with Channel 9 Energy-from-Waste, Parkes <b>Mayor Neil Westcott</b>
Monday 21 July	ABC Central West Breakfast Radio Interview about McGrane Way new Bridge Tender, Parkes <b>Mayor Neil Westcott</b>  Alectown Community Consultative Committee Meeting <b>Mayor Neil Westcott</b>
Wednesday 23 July	Audit, Risk and Improvement Committee Meeting, Committee Room <b>Deputy Mayor Marg Applebee and Cr Joy Paddison</b>  Tullamore Community Consultative Committee Meeting, Bowling Club <b>Cr George Pratt</b>
Thursday 24 July	Trundle Community Consultative Committee Meeting <b>Cr Joy Paddison</b>
Friday – Saturday 25 – 26 July	Executive Certificate, Sydney <b>Cr Doug Pout</b>
Sunday 27 July	Parkes Shire Concert Band celebrating 30 years of Community Music, Parkes Services Club <b>Mayor Neil Westcott, Deputy Mayor Marg Applebee &amp; Cr Bill Jayet</b> <b>Apology: Cr Doug Pout &amp; Cr Louise O’Leary</b>
Monday 28 July	Welcome to the Parkes Shire Event Discussion, Committee Room <b>Mayor Neil Westcott and Deputy Mayor Marg Applebee</b>  Peak Hill Community Consultative Committee Meeting, AIF Hall <b>Cr Louise O’Leary</b>

Tuesday 29 July	ABC Radio Interview, East Parkes Master Plan <b>Mayor Neil Westcott</b>
Wednesday 30 July	Central New South Wales Joint Organisation (CNSWJO) Dinner <b>Mayor Neil Westcott and General Manager Kent Boyd</b>
Thursday 31 July	Central New South Wales Joint Organisation (CNSWJO) Board Meeting, Cooke Park Pavilion <b>Mayor Neil Westcott and General Manager Kent Boyd</b>
Wednesday – Thursday 30 – 31 July	Keep Australia Beautiful NSW Conference <b>Deputy Mayor Marg Applebee</b>
Friday 1 August	The Royal Australian College of General Practitioners (RACGP) Meeting, Cooke Park Pavilion <b>Mayor Neil Westcott, Deputy Mayor Marg Applebee and General Manager Kent Boyd</b> <b>Apology: Cr Louise O’Leary</b>
Monday 4 August	Community Safety Precinct Committee (CSPC), Condobolin <b>Mayor Neil Westcott and General Manager Kent Boyd</b>  Central NSW Integrated Transport Group (CNSW-ITG) Meeting, Online <b>Director Operations Logan Hignett</b> <b>Apology: Mayor Neil Westcott</b>  Local Government Week at Parkes Shire Council Currajong Disability Services Visit, Council Chambers <b>Mayor Neil Westcott, Deputy Mayor Marg Applebee and Cr Doug Pout (Representing Currajong Disability Services)</b>
Tuesday 5 August	Arts Advisory Committee Meeting, Committee Room <b>Mayor Neil Westcott, Cr Bill Jayet, Cr Doug Pout and Cr Louise O’Leary.</b> <b>Apology: Cr Joy Paddison</b>  Community, Liveability and Access 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>  Councillor Workshop, Council Chambers <b>All Councillors &amp; Directors</b> <b>Apology: Cr Joy Paddison</b>

Wednesday 6 August	Local Traffic Committee Meeting, Committee Room <b>Cr George Pratt and Cr Kenny McGrath</b>  ARIC and Audit Office Meeting, Online <b>Deputy Mayor Marg Applebee</b> <b>Apology: Cr Joy Paddison</b>
Thursday 7 August	Country Mayors Association (CMA) meeting with the Hon. Penny Sharpe MLC. <b>Mayor Neil Westcott</b>  The Hon. Penny Sharpe one-on-one Meeting to discuss Energy-from-Waste, Sydney <b>Mayor Neil Westcott</b>  Country Mayors Association (CMA) Dinner with former Prime Minister the Hon Tony Abbott AC, Sydney <b>Mayor Neil Westcott</b>
Friday 8 August	Country Mayors Association (CMA) Crime, Law & Order Meeting, Sydney <b>Mayor Neil Westcott</b>
Friday & Saturday 8 - 10 August	Tullamore Show <b>Mayor Neil Westcott, Deputy Mayor Marg Applebee and Cr Bill Jayet</b>
Sunday 10 August	Middle East Area of Operations (MEAO) Commemorative Day, Cooke Park <b>Deputy Mayor Marg Applebee</b> <b>Apology: Mayor Neil Westcott</b>



<p>Monday 11 August</p>	<p>Community Financial Assistance Grants Committee Meeting, Committee Room</p> <p><b>Mayor Neil Westcott, Deputy Mayor Marg Applebee, Cr Bill Jayet, Cr Kenny McGrath, Director Customer, Corporate Services and Economy and Manager Governance, Risk and Corporate Performance Veronica Shaw</b></p> <p><b>Apology: Cr Doug Pout, Cr Kenny McGrath and Chief Finance Officer Jaco Barnard</b></p> <p>View Club Trivia Night, Parkes Town Bowling Club</p> <p><b>Mayor Neil Wescott and Cr Bill Jayet</b></p> <p>Bogan Gate Community Memorial Consultative Committee Meeting, Memorial Hall</p> <p><b>Apology: Cr George Pratt</b></p> <p>Energy-from-Waste Meeting with Edward Nicholas and Andrew Smith, Committee Room</p> <p><b>Mayor Neil Westcott, Cr Bill Jayet, General Manager Kent Boyd, Director Customer, Corporate, Services &amp; Economy Anthony McGrath and Director Operations Logan Hignett.</b></p> <p><b>Apologies: Deputy Mayor Marg Applebee, Cr Glenn Wilson, Cr Doug Pout, Cr Louise O’Leary and Cr Joy Paddison</b></p>
<p>Tuesday 12 August</p>	<p>Variety Bash, Parkes</p> <p><b>Deputy Mayor Marg Applebee</b></p> <p><b>Apology: Mayor Neil Westcott</b></p>
<p>Tuesday &amp; Wednesday 12 – 13 August</p>	<p>Trundle Show</p> <p><b>Deputy Mayor Marg Applebee and Cr Bill Jayet</b></p>
<p>Wednesday 13 August</p>	<p>Official Opening of the Blacksmith Shop Exhibition, Henry Parkes Museum</p> <p><b>Mayor Neil Westcott, Deputy Mayor Marg Applebee, Cr Bill Jayet, Cr Matthew Scherer, Cr Doug Pout and Mr Phil Donato MP</b></p> <p>Floodplain Management Committee Meeting, Committee Room</p> <p><b>Cr George Pratt</b></p> <p><b>Apology: Deputy Mayor Marg Applebee and Cr Glenn Wilson</b></p>



*Councillors and Directors enjoyed their Morning at the Site Visit at the Solar Mining Service in Bogan Gate.*



*Councillor Doug Pout enjoyed the delicious Luncheon and Christmas in July celebration with Meals on Wheels.*





*Mayor Neil Westcott, Deputy Mayor Marg Applebee and Cr Bill Jayet enjoyed their afternoon celebrating the Parkes Shire Concert Band's 30<sup>th</sup> anniversary of Community music. The event was filled with wonderful performances by the band showcasing their talent and dedication. This is such a huge achievement, and all those involved over the years should be proud.*



*Mayor Neil Westcott, Deputy Mayor Marg Applebee and Councillor Bill Jayet had a wonderful day out at the Annual Tullamore Show, celebrating 100 years. It was certainly a day filled with lots of smiles.*





Deputy Mayor Marg Applebee pictured with (Left to Right) Mr Adam James – Afghanistan Veteran – RAAF & MC for the Ceremony, Keith Woodlands and Mr Phil Donato MP at the MEAO Commemorative Day. Was a beautiful ceremony and morning.



Deputy Mayor Marg Applebee and Councillor Bill Jayet are pictured at the Trundle Show at the Parkes Shire Council Tent with staff. At the Trundle Show, also pictured is Mr Phil Donato MP who was also in attendance. It was an enjoyable day had by all.



Mayor Neil Westcott, Councillor Bill Jayet and Mr Phil Donato MP enjoyed their morning at the Official Opening of the Blacksmith Shop.

  
**Cr Neil Westcott, MAYOR**

## 10.2 COMING KNOWN EVENTS FOR MAYOR AND COUNCILLORS

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

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

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

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

**Annexures:** **Nil**

### MOTION

That Council:

- Note the known upcoming meetings, functions and events for the Mayor and Councillors for the period 15 August 2025 to 12 September 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 15 August 2025 through to 12 September 2025:

Table 1: Known upcoming Meetings, Functions and Events for Mayor and Councillors	
Date	Function
Saturday 16 August	Parkes Show Dinner <b>Mayor Neil Westcott &amp; Mrs Alison Westcott</b>
Monday 18 August	Vietnam Veterans Day, Vietnam Memorial, Memorial Hill, Parkes <b>Mayor Neil Westcott</b>  Mock Car Crash, Parkes PCYC <b>Invitation sent to all Councillors</b>
Tuesday 19 August	Meals and Wheels Luncheon and Presentation, Committee Room <b>All Councillors &amp; Directors</b>  Citizenship Ceremony, Council Chambers <b>All Councillors &amp; Directors</b>  Ordinary Council Meeting, Council Chambers <b>All Councillors &amp; Directors</b> Pavilion Preview at Peak Hill Showground <b>Cr Louise O'Leary</b> <b>Apologies: All other Councillors due to other commitments</b>
Tuesday & Wednesday	Peak Hill Show

19 – 20 August	<b>Invitation sent to all Councillors</b>
Friday 22 August	Paint the Town REaD, Parkes <b>Mayor Neil Westcott officially and all Councillors</b>
Monday 25 August	Catch up with Peak Hill Local Aboriginal Land Council (PHLALC), Peak Hill <b>Mayor Neil Westcott, Deputy Mayor Marg Applebee and Cr Louise O’Leary &amp; Acting General Manager Andrew Francis</b>  Official Opening of MR350 in Trundle <b>Mayor Neil Westcott, All Councillors &amp; Directors</b>  Peak Hill Community Consultative Committee Meeting, AIF Hall <b>Mayor Neil Westcott</b>
Monday – Wednesday 25 – 27 August	Parkes Show <b>Invitation sent to all Councillors</b>
Tuesday 26 August	Parkes Shire Luncheon <b>Mayor Neil Westcott &amp; Deputy Mayor Marg Applebee</b>  Parkes Show Presidents Luncheon and Junior Judging, Showground <b>Cr Joy Paddison</b>
Thursday 28 August	Trundle Community Consultative Committee Meeting <b>Cr Joy Paddison</b>
Friday 29 August	Tour of the Parkes Christian School and Assembly <b>Mayor Neil Westcott</b>
Saturday 30 August	Questacon, Coventry Room Parkes <b>Invitation sent to all Councillors &amp; Directors</b>
Saturday 30 August	Frontline Ball 2025 – Evolution Mining Fundraising event <b>Mayor Neil Westcott and Deputy Mayor Marg Applebee</b>
Tuesday 2 September	Councillor Workshop, Council Chambers <b>All Councillors &amp; Directors</b>
Saturday 6 September	Trundle Bush Tucker Day <b>All Councillors &amp; general Public</b>  Catholic Deb Ball, Parkes <b>Mayor Neil Westcott &amp; Mrs Alison Westcott</b>

Wednesday 10 September	Tullamore Community Consultative Committee Meeting, Bowling Club <b>Cr George Pratt</b>
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**Cr Neil Westcott**

MAYOR

**11 COUNCILLOR REPORT(S)****11.1 KEEP AUSTRALIA BEAUTIFUL STATE TIDY TOWNS CONFERENCE 2025**

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

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**RECOMMENDATION**

That:

1. Note the contents of the report by Deputy Mayor Marg Applebee for the Keep Australia Beautiful State Tidy Downs Conference that she attended on behalf of Council in Sydney on 30 & 31 July 2025.

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**ISSUES AND COMMENTARY**

On behalf of Council, I attended the 2025 State Keep Australia Beautiful Tidy Towns Conference in Sydney.

The main items that I was in attendance for, had a focus on litter prevention, particularly around disposal of cigarettes, vapes and plastics.

The event kicked things off with updates on the NSW Litter Prevention Strategy and insights about voluntary behaviour change, highlighting scalable co-designed solutions that can voluntarily reduce single use plastics.

The panel spoke about the issues around large quantity of illegally imported cigarettes and vapes and the issues of disposal of butts and vapes, with many people not understanding that cigarettes continue to pose a littering risk (as well as a health risk) with filters not being biodegradable.

The Interactive Fishbowl Discussion explored the impacts of litter from cigarette butts and vapes, shared practical strategies for prevention and enforcement, and discussed community engagement approaches.

Discussions around ways to encourage safe disposal of litter, providing options for smokers. People can usually see where they can't smoke. Yes, controversial, but we all know those places where people congregate to smoke and potentially leave their cigarettes to be cleaned up by someone else, whether it is manually, or through rain drainage.

Enforcement and litter management regulation for helping councils clean up illegally dumped household waste was discussed and solutions offered for monitoring and enforcement, including CCTV, reporting processes and follow up options, littering fines etc.

Littering, including pelletised plastic, was discussed. When spills occur, we should have high expectations of the clean up being extensive, not just a surface level pick up.

I was challenged by presentations from several Councils and OzFish, on urban litter and stormwater pollution, cultural challenges in waterways including religious offerings that harm wildlife, dog litter, wet wipes and vapes, availability of tangle bins and I loved the idea of a drop off day for fishing, encouraging people to donate their used fishing gear to those who would like to take up fishing.



The Product Stewardship in Practice Workshop explored practical, council-focused solutions for mattress disposal - reducing dumping, easing bulky waste pressure, and co-designing reuse and recycling models that work on the ground, not just on paper.

We love a comfortable mattress, but responsible disposal of mattresses is an ongoing issue being tackled across the state, with operations like *The Croc* at Liverpool Council, processing mattresses and separating the elements for recycling.

The trade displays showcased some of the latest products, services and solutions available to councils to assist with managing litter and difficult waste streams.



Cr Marg Applebee  
**Deputy Mayor**

**11.2 LOCAL GOVERNMENT WEEK CELEBRATIONS - 4 AUGUST 2025**

**Author:** Doug Pout, Councillor  
**Authoriser:** Kent Boyd PSM, General Manager  
**Annexures:** Nil

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**RECOMMENDATION**

That Council:

1. Note the information in the report about Council's Local Government Week Celebrations on 4 August 2025 by Cr Doug Pout.
- 

**ISSUES AND COMMENTARY****Parkes Shire Council's Local Government Week Celebration - 4 August 2025****Currajong Visit Event Summary**

On Monday 4th August 2025, I had the absolute pleasure of participating in a truly special event as part of Parkes Shire Council's Local Government Week celebrations. What made this day particularly meaningful for me was that I attended in two capacities both as a Councillor and as a staff member of Currajong Disability Services.

It was a wonderful opportunity to bring together two parts of my life and help bridge the gap between Local Government and our community. The day was all about making Council more accessible and inclusive, and I'm proud to say it was a great success.

Together with Deputy Mayor Marg Applebee and Council staff, we welcomed Currajong participants and workers to Council for a day of learning, engagement, and fun. Each participant became a "Councillor for the Day," complete with their own name plaque, goody bags filled with Council information, and the chance to share their ideas and advice with us.

One activity kicked off with a presentation about what a Councillor does, followed by a mock Council meeting where participants elected their own Mayor and Deputy Mayor and even got to wear the Mayoral chains. Their enthusiasm and leadership was impressive, and they managed the meeting with confidence and passion. The "Councillors" also shared some fantastic ideas for our community, including:

- A roundabout at the Clarinda Street and East Street intersection to help ease congestion.
- A general consensus was greater access to shops in town with ramps and wider doors etc.
- More activities in Parkes for deaf people (in addition to the ones already conducted in the Library).

In the next activity the group then enjoyed a behind-the-scenes tour of our administration building. During the tour they met with the Director of Planning, who talked about what planning does for the Community and organised for Currajong to see a large scale version of their own development plan. They also heard from our Parks and Gardens team about upcoming planting projects and got to take home some plants of their own. Our Emergency Management Coordinator also gave a fascinating talk, offering a glimpse into how Council prepares for and responds to emergencies.

We wrapped up the day with a celebratory lunch and a special guest appearance from the Mayor, which was a real highlight for everyone involved.



It was a joyful, engaging, and meaningful day not just for the participants, but for all of us at Council. Events like this are a powerful reminder of the importance of inclusion and the value of connecting with all our community in genuine and accessible ways. I'm incredibly proud to have been part of it.





*Deputy Mayor Marg Applebee, Councillor Doug Pout, Council Staff and Currajong Disability Services being "Councillors for a Day"*

Doug Pout  
**COUNCILLOR**

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**12      REPORTS OF COMMITTEES**

<b>12.1      MINUTES OF THE ECONOMY, DESTINATION AND EVENTS ADVISORY COMMITTEE MEETING HELD ON 15 JULY 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:**      **Hamish Ritchie, Economic Development Specialist**

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

**Annexures:**      **A.      Economy, Destination and Events Advisory Committee Meeting  
Minutes - 15 July 2025**

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**RECOMMENDATION**

That Council:

1.      Receive and confirm the Minutes of the Economy, Destination and Events Advisory Committee Meeting held on Tuesday 15 July 2025 appended at *Annexure A*.
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# **Economy, Destination and Events Advisory Committee**

Minutes

Tuesday 15 July 2025



**Minutes of the Economy, Destination and Events Advisory Committee****Held on Tuesday, 15 July 2025 at the****Cooke Park Pavilion, 17 Welcome Street, Parkes****Present:**

Cr Neil Westcott	Mayor
Cr Marg Applebee	Deputy Chair
Cr William Jayet	Councillor
Cr Joy Paddison	Councillor
Cr Doug Pout	Councillor
Cr Glenn Wilson	Councillor
Mr Andrew Rice	Chair
Ms Kristy Berry	
Mr Peter Giles	
Mr Andrew Hall	
Ms Kelly Hendry	
Mr Steve Lindsay	
Ms Tracie Robertson	
Mrs Marty Sammut-Paul	

**Council Officers in Attendance:**

Mr Kent Boyd	General Manager
Mr Anthony McGrath	Director Customer, Corporate Services and Economy
Mr Hamish Ritchie	Economic Development Specialist
Mr Brendan Shipley	Festivals Producer
Ms Bronte Thompson	Business Services Trainee

**NOTES**

The meeting commenced at 10:00am and concluded at 11:29am.

## 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 Economy, Destination and Events Advisory Committee held on 17 June 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	Review of Comparable SEARs - Waste to Energy .....	5
7.2	Discussion - Committee Purpose and Function Going Forward.....	5
<b>8</b>	<b>REPORT OF CONFIDENTIAL RESOLUTIONS .....</b>	<b>5</b>



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## 1 OPENING OF MEETING

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The Chairperson will declare the meeting open.

Meeting of Council committees are not recorded or streamed to the internet.

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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. I would also like to pay respect to the Elders past, present and emerging of the Wiradjuri Nation and extend that respect to other Aboriginal peoples from other nations who are present.

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## 3 APOLOGIES

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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.

Ms Treen Swift, Ms Lisa Moon and Ms Carolina Cruz were apologies for the meeting.

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## 4 CONFIRMATION OF MINUTES

<b>4.1 MINUTES OF THE ECONOMY, DESTINATION AND EVENTS ADVISORY COMMITTEE HELD ON 17 JUNE 2025</b>
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### RECOMMENDATION

That the committee receive and confirm the Minutes of the meeting held on Tuesday 17 June 2025 appended at *Annexure A*.

The committee noted this item did not require discussion.

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## 5 DISCLOSURES OF INTERESTS

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All Council Officials 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.

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.

Nil disclosures were made.

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

**6 LATE BUSINESS****7 OFFICERS' REPORTS****7.1 REVIEW OF COMPARABLE SEARS - WASTE TO ENERGY****RECOMMENDATION**

That:

1. The Committee receive and review the attached example Secretary's Environmental Assessment Requirements (SEARs) documents relating to Waste from Energy projects.
2. Identify any key insights, considerations, or potential recommendations for Council's consideration regarding future engagement or advocacy on Energy from Waste proposals.

**Discussion**

Chair asked if any feedback from committee members on the SEARs circulated, no comments offered. In lieu of this, Chair requested that members email any subsequent feedback to Hamish to pass onto Kent Boyd.

**7.2 DISCUSSION - COMMITTEE PURPOSE AND FUNCTION GOING FORWARD****RECOMMENDATION**

That:

1. The Committee engage in a discussion to review the intended role, structure, and focus of the Economy, Destination and Events Advisory Committee and provide feedback to Council on how meetings can be most effective and productive.

**Discussion**

All committee members discussed how the committee could function most effectively in the future.

The discussions included:

- The first couple of committee meetings do take time and a bit to get going. It is a great idea for Council to go into the committee to get an overview and ideas for the committee. It is an opportunity for committee members to express their ideas, thoughts, and actions to then build a strategy.
- The council's policy for Councillors in this committee was brought to the attention by one of the committee members, as it states that councillors are to observe. It was agreed by all in attendance to put forward the policy and update it to include councillors to participate. Chairman forwarded and Seconder Mr Steve Linday.
- When the committee gathers for their meetings, it is a time to engage with one another as a committee, and everyone is encouraged to say what they feel. All committee members are valued, and Parkes Shire Council wants to hear from one another.
- All committee members, including Councillors, agreed to be named as committee members instead of their official names.
- The agenda for each meeting needs to be more orientated. Allowing time for all committee members to gather information and ideas.

- The format of the meetings was discussed, and stated that they do not need to reflect on all the items of the agenda, not everything needs a discussion. A fairly simple agenda and a large amount of time for discussions.
- Committee members agreed on bringing business items to the meeting. An idea for the business papers could include expressions of interest, things they see around town, ideas, plans that are coming up, just to name a few. These are ideas that members could bring forward and allow a discussion on the item. These items can be sent to Mr Hamish Ritchie at any time. He stated he will send out an email four weeks out to the committee meeting reminding them that they have a week left to send any items through.
- They are to be sent to Mr Hamish Ritchie via email four weeks in advance of the committee meeting, and the agenda item ideas close three weeks before the committee meeting.
- The timeframe of the agenda was discussed. It was agreed by all committee members to receive the agenda two weeks in advance of the meeting.
- The frequency of meetings was brought up and discussed, as quarterly meetings are not doable. It was agreed upon to meet bi-monthly, meaning to change the four meetings a year to six.
- Another requested action item included the agenda to include the trio report (Economy, Destination and Events). Forward thinking and ideally linked to topics of conversations.
- Committee members stated they have discussions here, but never find out what happens next. For example, grants for events.
- Information and resources regarding the committee meeting, such as a slideshows, can be sent out before the meeting to allow more time for the presenter to discuss and allow discussions with one another. This was agreed by all committee members in attendance.
- Mr Hamish Ritchie, who may require feedback, but it is still weeks away until the next committee meeting, is it possible to send the committee members an email requesting their feedback? All committee members agreed that they are happy to receive emails and provide feedback.
- Data insight would be good for this meeting to see what is going well. The data could include things that are going well or things that need to change, for example.
- What the next agenda would look like was discussed. Agenda item on Alignment to allow a discussion on ideas about how we can create a better alignment between the council, businesses, and the chamber of commerce. Another item would be the Energy from Waste impact to allow discussion on how to engage with the impact that the discourse around energy from waste is having on businesses.
- A few committee members brought up past associations with the council and their businesses. The promotion of past events on social media, window signs, and overall engagement with what is going on in our Shire and businesses. There are events nowadays where community members are unaware of what's going on. They stated in previous years that they had a contact list of the person in charge of Shop Parkes, events, and social media, which was great and brought the community together and the culture. It was stated by another committee member that the council's website is currently undergoing those updates in the background, and those details will be updated and included on the website.

The meeting concluded on time.

## **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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**12.2 MINUTES OF THE COMMUNITY, LIVEABILITY AND ACCESS ADVISORY  
COMMITTEE MEETING HELD ON 5 AUGUST 2025****IP&R Linkage:** **Pillar:** Leadership**Goal:** Our local government is open, accountable and transparent.**Strategy:** Provide open and transparent decision-making and undertake the civic duties of Council with professionalism and integrity.**Author:** **Georgia Smith, Administration Officer****Authoriser:** **Annalise Teale, Acting Director Planning and Community Services****Annexures:** **A. Community, Liveability and Access Advisory Committee Meeting  
Minutes - 5 August 2025**

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**RECOMMENDATION**

That Council:

1. Receive and confirm the Minutes of the Community, Liveability and Access Advisory Committee Meeting held on Tuesday 5 August 2025 appended at *Annexure A*.
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# **Community, Liveability and Access Advisory Committee Meeting**

Minutes

Tuesday 5 August 2025



**Minutes of the Community, Liveability and Access Advisory Committee Meeting****Held on Tuesday, 5 August 2025 at the****Parkes Council Chamber, 2 Cecile Street, Parkes****Present:**

Cr Marg Applebee	Councillor (Chair)
Cr Neil Westcott	Mayor
Cr Louise O'Leary	Councillor
Cr Bill Jayet	Councillor
Cr George Pratt	Councillor
Cr Doug Pout	Councillor
Mr Jeff Evans	Community Member
Ms Lyn McLeod	Community Member
Ms Jessica McDonald	Community Member

**Council Officers in Attendance:**

Ms Annalise Teale	Director Planning & Community Services
Ms Kerry Jones	Cultural, Education and Library Services Manager
Ms Ann-Marie Winter	Central West Childcare Services Manager
Ms Georgia Smith	Minutes Secretary

**NOTES**

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

The meeting commenced at 10.35am and concluded at 11.40am.

## Order Of Business

<b>1</b>	<b>OPENING OF MEETING .....</b>	<b>4</b>
<b>2</b>	<b>ACKNOWLEDGEMENT OF COUNTRY.....</b>	<b>4</b>
<b>3</b>	<b>APOLOGIES .....</b>	<b>4</b>
<b>4</b>	<b>CONFIRMATION OF MINUTES .....</b>	<b>4</b>
4.1	Minutes of the Community, Liveability and Access Advisory Committee Meeting held on 18 March 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	Update to Terms of Reference - Community, Liveability and Access Advisory Committee.....	5
7.2	Disability Inclusion Action Plan (DIAP) 2025 - 2029 .....	5
7.3	Strategic Planning Update.....	5
7.4	Cutlural Education & Library Services Report.....	5
<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 Community, Liveability and Access Advisory Committee Meeting of Tuesday, 5 August 2025 open and welcomed Council Officials in attendance.

## 2 ACKNOWLEDGEMENT OF COUNTRY

The Chairperson read the following Acknowledgement of Country:

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

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

## 3 APOLOGIES

Nil

## 4 CONFIRMATION OF MINUTES

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

#### RECOMMENDATION

That the receive and confirm the Minutes of the meeting held on Tuesday 18 March 2025 appended at *Annexure A*.

*Moved:* Cr Bill Jayet *Seconded:* Jeff Evans

## 5 DISCLOSURES OF INTERESTS

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

Nil interests were disclosed.

## 6 LATE BUSINESS

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

The Committee welcomed new member Jessica McDonald. Jessica introduced herself to the Committee.

## **7 OFFICERS' REPORTS**

### **7.1 UPDATE TO TERMS OF REFERENCE - COMMUNITY, LIVEABILITY AND ACCESS ADVISORY COMMITTEE**

#### **DISCUSSION**

The DPCS provided an update

- As resolved at the meeting held 17 December 2024, the Committee undertook a review of the Terms of Reference.
- The Committee recommended that the Terms of Reference be updated to reflect a minimum of three (3) voting Councillors and a maximum of five (5) voting Councillors on the Committee.
- The MCELS also recommended that culture, education and childcare be included in the role and purpose section of the Terms of Reference.
- The Committee noted that the Terms of Reference require a comprehensive overhaul to reflect the current focus and direction of the Committee.

#### **RECOMMENDATION**

That:

1. That the Committee review the updated Terms of Reference and advise of any further changes.
2. Endorse the draft updated Terms of Reference for resolution of Council.

### **7.2 DISABILITY INCLUSION ACTION PLAN (DIAP) 2025 - 2029**

#### **DISCUSSION**

The DPCS provided an update

- Parkes Shire Council adopted the DIAP 2025-2029 at the May 2025 Council Meeting.
- Cr Pout acknowledged the importance of the DIAP and gave a shoutout to the previous day's "day at Council" for Currajong Disability Services.
- It was noted that Forbes Shire Council recently completed their DIAP and developed a community survey as part of their consultation.
- A community survey will be created and distributed to assist in identifying barriers and needs within the local community.
- Jessica suggested that the survey be circulated to each school and their respective special education units.
- It was agreed that there is a large body of work involved in the DIAP and that Council should focus on actions over the next 6-12 months.
- Deputy Mayor Marg Applebee suggested establishing a base working group to guide the early stages of implementation.
- DPCS confirmed that responsible officers will be asked to participate and provide regular updates on their action areas.
- A draft version of the surveys will be presented for review at the next committee meeting.

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**RECOMMENDATION**

That:

1. That the information is received and noted.
- 

**7.3 STRATEGIC PLANNING UPDATE****DISCUSSION**

The DPCS provided an update

- The Mayor commented on the exciting growth within the Parkes Shire, highlighting the planning for approximately 3,500 new homes.
- Cr Bill Jayet raised a query regarding the land off Webb Street, noting that the area appears to have been pegged out for potential housing.
- DPCS advised that there is a subdivision currently being designed for that area, but further details would need to be confirmed with the Director of Operations.
- Committee member Jeff Evans raised the importance of consideration of social and affordable housing, emphasising the ongoing need for fit-for-purpose, accessible housing within all future developments.
- DPCS acknowledged this point and noted that while accessible housing is being considered, it is a separate process to the current subdivision planning.
- The Harrowvale land was discussed briefly; DPCS advised that the timeline for this project remains uncertain.

**RECOMMENDATION**

That:

1. That the information is received and noted.
- 

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

The MCELS provided an update

- The MCELS provided the Committee with a summary of library usage statistics and highlights from the past four months.
- The Committee was advised that a Questacon exhibition will be hosted in the Coventry Room in the near future.
- Cr Bill Jayet expressed his interest in supporting the exhibition and offered to be added to the volunteer list.

**RECOMMENDATION**

That:

1. The Committee accept the Culture Education and Library Services report.
-

## 8 OTHER BUSINESS

1. *Ann-Marie provided an update to the Committee regarding Bangala-la preschool. Since the last meeting, Bagala-la Preschool has opened enrolments for the 2026 intake. All inclusion support positions have been filled. NAIDOC week celebrations included a performance from a local Wiradjuri women's dance group, dreamtime story telling and visits from local Wiradjuri artists and language teachers. The Parkes Shire library continues to visit monthly to deliver reading sessions. Book week will be held from 17 August 2025, with activities including the annual Scholastic book sale for families and children as well as an excursion to Cooke Park for the Annual "Paint the Town Red" celebrations on 22 August. The Preschool is currently undertaking the Department of Education's Early Childhood Census, which collects enrolment data critical for funding and grant applications. Central West Childcare Services has been nominated in the Central West Early Childhood Awards hosted by the Central West Early Childhood Collaborative with nominations in the following categories:*

- *Excellence in Inclusivity*
- *Respectfully Integrating First Nations Knowledge & Perspectives*
- *Individual educator nominations including:*
  - *Outstanding Trainee*
  - *Outstanding Achievement – Everyday Excellence*
  - *Outstanding Family Day Care Educator – Certificate III & Diploma*
  - *Molly Ticehurst Memorial Award – Outstanding Educator (Certificate III)*

*The awards evening will be held in early November in Bathurst, and the service is proud to showcase the dedication and excellence of the Central West Childcare Services, including Bangala-la Preschool and Family Day Care.*

## 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 11.40am.

This is the final page of the minutes comprising 7 pages numbered 1 to 7 of the Community, Liveability and Access Advisory Committee Meeting held on Tuesday, 5 August 2025 and confirmed on Tuesday, 4 November 2025.

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**Cr Marg Applebee**  
CHAIRPERSON

**12.3 MINUTES OF THE ARTS ADVISORY COUNCIL MEETING HELD ON 5 AUGUST 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. Arts Advisory Council Meeting Minutes - 5 August 2025**

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**RECOMMENDATION**

That Council:

1. Receive and confirm the Minutes of the Arts Advisory Council Meeting held on Tuesday 5 August 2025 appended at *Annexure A*.
-

# Arts Advisory Council Meeting

## Minutes

Tuesday 5 August 2025



**Minutes of the Arts Advisory Council Meeting**  
**Held on Tuesday, 5 August 2025 at the**  
**Parkes Council Chamber, 2 Cecile Street, Parkes**

**Present:**

Cr Neil Westcott	Mayor
Cr Bill Jayet	Councillor
Cr Doug Pout	Councillor
Cr Louise O'Leary	Councillor
Margot Jolly	Chairperson
Irene Ridgeway	Artist
Janelle Faunt	Parkes Potters Group
Elly Tom	Parkes Shire Concert Band
Rhonda Redenbach	Parkes Shire Concert Band
Lisa Ramsay	Parkes M & D Society

**Council Officers in Attendance:**

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

**NOTES**

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

The meeting commenced at 9.30am and concluded at 10.31am.

## 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 20 May 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 Parkes Shire Council Cultural Centre Report .....	5
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	7.3 Parkes Painting Group Report.....	5
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<b>8</b>	<b>BUSINESS ARISING FROM LAST MEETING .....</b>	<b>6</b>
<b>9</b>	<b>OTHER BUSINESS .....</b>	<b>7</b>
<b>8</b>	<b>REPORT OF CONFIDENTIAL RESOLUTIONS .....</b>	<b>7</b>
<b>9</b>	<b>CONCLUSION OF MEETING.....</b>	<b>7</b>



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## 1 OPENING OF MEETING

The Chairperson declared the Arts Advisory Council Meeting of Tuesday, 5 August 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.*

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## 3 APOLOGIES

Cr Joy Paddison

Annette Witherow

Judy Unger

## 4 CONFIRMATION OF MINUTES

<b>4.1 MINUTES OF THE ARTS ADVISORY COUNCIL MEETING HELD ON 20 MAY 2025</b>
---

### RECOMMENDATION

That the receive and confirm the Minutes of the meeting held on Tuesday 20 May 2025 appended at *Annexure A*.

*Confirmed: Cr Bill Jayet*

*Second: Cr Doug Pout*

---

## 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**

Kerryn Jones & Sharon Degeling provided an update

#### **DISCUSSIONS:**

- Kerryn informed the Committee that the robotics workshop held in the Makerspace was very successful, with a number of robotics kits purchased.
- Upcoming exhibitions being held in the Coventry room include a Questacon exhibition, with 8 school bookings including schools from Forbes and Eugowra.
- Storage shelving has been built in the Coventry Room storeroom during May/June to safely store artworks that are not currently on display.
- Council has recently purchased a piece from Pol Cruz for the Council Art Collection.
- 2 artworks from the Council Art Collection are under review due to being damaged, with Council requesting quotes for repair of these pieces.

#### **RECOMMENDATION**

That:

1. The committee accept this report.

### **7.2 PARKES COMMUNITY ARTS REPORT**

Kerryn Jones provided an update

#### **DISCUSSIONS:**

- Council has approved the use of 31 Albert Street for the Parkes Community Arts group. At this stage the group are waiting for completion of safety fencing before they can access the site, they will then be undertaking a membership drive, accepting all ages.
- The group were successful in a Parkes Shire Council Cultural Grant application to extend the Who Is Parkes art trail project. The grant will enable the group to print and install 4 extra banners to add to the photography trail.
- Parkes Community Arts have been actively involved in the planning of the next Homegrown Parkes event on 11 October, as well as the Tidy Towns event held 10-12 October.
- Parkes Community Arts will participate in the Parkes Elvis Festival parade. Members have volunteered to help set up the Jungle Room and set props from the Baz Luhrmann movie ELVIS for display during the festival.

#### **RECOMMENDATION**

That:

1. The committee accept this report.

### **7.3 PARKES PAINTING GROUP REPORT**

**JANELLE FAUNT PROVIDED AN UPDATE**

**DISCUSSIONS:**

- The Parkes Painting Group and Parkes Potters Group have been busy organising the next major exhibition, which will be held at Buchanan House in Hill Street, the exhibition will open on Friday 19 September and finish on Sunday 21 September.
- Cr Jayet questioned if opening night was open to the general public.
- Janelle confirmed that it was not, it is a ticketed event, members of the public can purchase tickets from the Red Chandelier, but there is limited tickets.
- The exhibition is open 10am – 5pm Saturday and Sunday for a \$5 entry fee, there will be tea and coffee with scones, jam and cream for those who would like to purchase some.
- Cr Jayet questioned if it could be promoted on Council's socials, Kerryn to follow up with Council's communications and media team.

**RECOMMENDATION**

That:

1. The committee receive and note this report.

**7.4 PARKES SHIRE CONCERT BAND REPORT**

Elly Tom & Rhonda Redenbach provided an update

**DISCUSSIONS:**

- Elly informed the Committee that the 30<sup>th</sup> year celebration of PSCB event was a huge success, thanks to the grants that the band had received. The audience enjoyed the show, the Fire and Rescue NSW Band and the Orange Regional Symphonic Wind Orchestra were both big hits.
- Rhonda spoke to the Committee about the Band's venue. Several members of the Band cannot get up the stairs anymore, so it is becoming an issue to access the venue. The Parkes Shire Concert Band is still on the lookout for suitable ground floor premises.

**RECOMMENDATION**

That:

1. The committee receive and note this report.

**8 BUSINESS ARISING FROM LAST MEETING**

1. *Kerryn provided an update regarding Sydney Youth Orchestra coming to Parkes, they had informed Kerryn that it was too late to register for the most recent tour but Parkes has been added to the list for future tours.*
2. *Kerryn asked Cr O'Leary to look at cultural heritage section in the Operational Plan.*
3. *The Committee was happy to endorse the election of Chairperson to be a member of the public and to update the Terms of Reference to reflect those changes.*

**9 OTHER BUSINESS**

1. *Mayor Neil Westcott acknowledge the outstanding success of the Little Theatre, noting it has achieved 24 consecutive sold-out shows this year. Margot suggested that the Mayor write a letter to Mr Donato to deliver to Parliament in recognition of the venue's exceptional*

- performance. Cr Bill Jayet also commended the impressive energy and dedication of Lyn Townsend from the Parkes M & D Society.*
2. *Cr Bill Jayet raised an idea inspired by an ABC series, which featured a piano placed in a high-foot-traffic area, encouraging community members to stop and play. He proposed a similar installation between the old Dwyer's Butcher and the Leagues Club. Mayor Neil Westcott suggested that a sheltered location may be more suitable, such as outside the Coles building or within the Woolworths Plaza. Cr Bill Jayet and Elly Tom will liaise to explore the logistics of this initiative. The topic is to be brought forward at a future strategic planning meeting for further discussion.*

## **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 10.31am.

This is the final page of the minutes comprising 7 pages numbered 1 to 7 of the Arts Advisory Council Meeting held on Tuesday, 5 August 2025 and confirmed on Tuesday, 4 November 2025.

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CHAIRPERSON

**12.4 MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING HELD ON 6 AUGUST 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:** **Sue McGrath, Business Support Coordinator****Authoriser:** **Logan Hignett, Director Operations****Annexures:**

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**RECOMMENDATION**

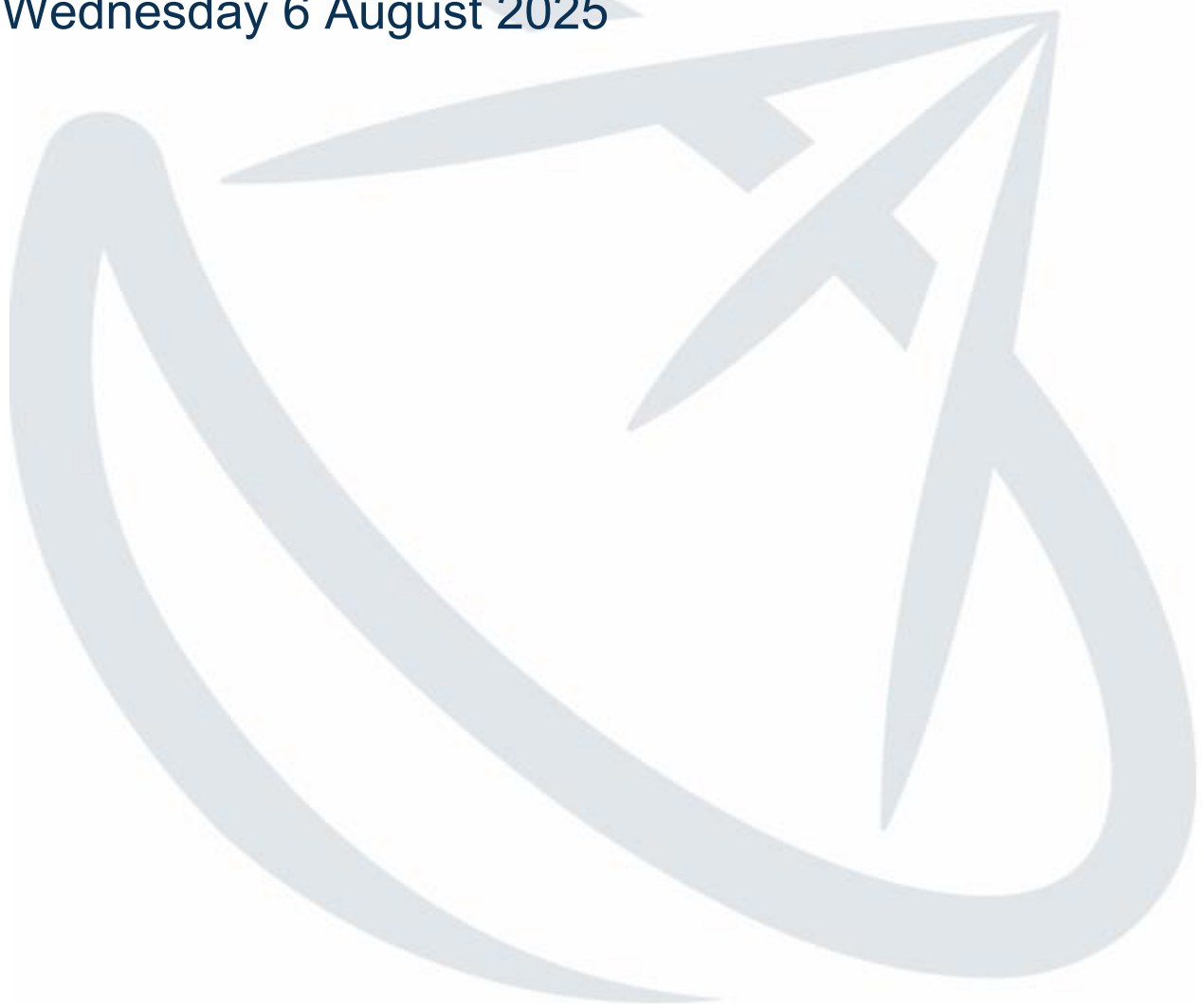
That Council:

1. Receive and confirm the Minutes of the Local Traffic Committee Meeting held on Wednesday 6 August 2025 appended at *Annexure A*.
-

# **Local Traffic Committee Meeting**

## **Minutes**

Wednesday 6 August 2025



**Minutes of the Local Traffic Committee Meeting**  
**Held on Wednesday, 6 August 2025 at the**  
**Parkes Council Chamber, 2 Cecile Street, Parkes**

**Present:**

Cr Ken McGrath	Councillor
Mr Jason Nicholson	Transport for NSW
Mr Joshua Tolley	NSW Police

**Council Officers in Attendance:**

Mr Ben Coultas	Senior Design Engineer
Mr Brendan Shipley	Manager Events and Tourism
Miss Kristine Thacker	Business Support Officer

**NOTES**

The meeting commenced at 9:02 am and concluded at 9:47 am.



## 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 Local Traffic Committee Meeting held on 7 May 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 2026 Parkes Elvis Festival .....	5
	7.2 2025 Parkes Show - Changes to Parking and Taxi Rank .....	6
	7.3 Removal of 'No Parking' - 24-28 Currajong Street & Installation of Line Marking .....	7
	7.4 Parking - Woodward Street, Parkes .....	7
	7.5 McGees Lane - Oneway between Church and Court Street, Parkes .....	7
	7.6 Investigate a 'Giveway' to a 'Stop Sign' at the Intersection Woodward and Fisher Street, Parkes.....	8
<b>8</b>	<b>GENERAL BUSINESS .....</b>	<b>8</b>
	8.1 Council Temporary Delegation .....	8
	8.2 Removal of No Stopping Signs on Forbes Road .....	8
<b>9</b>	<b>REPORT OF CONFIDENTIAL RESOLUTIONS .....</b>	<b>8</b>
<b>10</b>	<b>CONCLUSION OF MEETING.....</b>	<b>9</b>

## 1 OPENING OF MEETING

The Chairperson declared the Local Traffic Committee Meeting of Wednesday, 6 August 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

Mr Kent Boyd	General Manager
Mrs Melanie Sutor	Road Safety and Injury Prevention Officer
Mr Logan Hignett	Director Operations
Mr Chris McQuie	Western Road Liners

## 4 CONFIRMATION OF MINUTES

### 4.1 MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING HELD ON 7 MAY 2025

#### RESOLVED LTC 007/25

That the committee receive and confirm the Minutes of the meeting held on Wednesday 7 May 2025.

**UNANIMOUS**

## 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 2026 PARKES ELVIS FESTIVAL****RESOLVED LTC 008/25**

That:

1. The proposed 2026 Elvis Festival be approved based on the provided report.
2. Approval is subject to the following conditions:
  - (a) Notify Emergency services of and proposed road closure or detours.
  - (b) Allow for emergency vehicle access.
  - (c) Council reserves the right to cancel the approval at any time.
  - (d) This recommendation does not commit Council to providing further assistance or provision of equipment for the event.
  - (e) Confirmation of event times and traffic control times.

**Events Responsibilities:**

That:

3. Approval is subject to the applicants complying with the following conditions:
  - (a) Provide Council with evidence of Current Public Liability Insurance.
  - (b) Allow for emergency vehicle access.
  - (c) Control noise as required under the Protection of the Environment Operations (Noise Control) Regulation 2008.
  - (d) The organiser of the event to be responsible for and reimburse Council for cost of damage repairs, cleaning etc of the street if required.
  - (e) Comply with Council Officer's reasonable directives.
  - (f) The organiser is to maintain the area in clean and tidy condition.
  - (g) That the organisers receive approval from the Police for holding a Public Assembly and relevant road closures.
  - (h) Confirmation of event times and traffic control times.
  - (i) The organisers secure police escort to be used in conjunction with submitted traffic control plan.
  - (j) For state and regional roads that the organisers seek approval from Transport for NSW for the traffic control on Short Street.
  - (k) This recommendation does not commit Council to providing further assistance or provision of equipment for the event.

**UNANIMOUS**

**7.2 2025 PARKES SHOW - CHANGES TO PARKING AND TAXI RANK****RESOLVED LTC 009/25****Council Responsibilities:**

That:

1. The proposed temporary change of parking be approved for Parkes Show.
2. Approval is subject to the following conditions:
  - (a) Notify Emergency services of and proposed road closure or detours.
  - (b) Allow for emergency vehicle access.
  - (c) Control noise as required under the Protection of the Environment Operations (Noise Control) Regulation 2008.
  - (d) Council reserves the right to cancel the approval at any time.
  - (e) Confirmation of event times and traffic control times.
  - (f) This recommendation does not commit Council to providing further assistance or provision of equipment for the event.

**Events Responsibilities:**

That:

3. The proposed temporary change of parking be approved for Parkes Show.
4. Approval is subject to the applicants complying with the following conditions:
  - (a) Allow for emergency vehicle access.
  - (b) Control noise as required under the Protection of the Environment Operations (Noise Control) Regulation 2008.
  - (c) The organiser of the event to be responsible for and reimburse Council for cost of damage repairs, cleaning etc of the street if required.
  - (d) Comply with Council Officer's reasonable directives.
  - (e) The organiser is to maintain the area in clean and tidy condition.
  - (f) That the organisers receive approval from the Police for holding a Public Assembly and relevant road closures.
  - (g) Confirmation of event times and traffic control times.

**UNANIMOUS**

**7.3 REMOVAL OF 'NO PARKING' - 24-28 CURRAJONG STREET & INSTALLATION OF LINE MARKING****RESOLVED LTC 010/25**

That:

1. The removal of the 'No Parking' restriction should only proceed if the former driveway is formally removed or appropriately blocked to ensure pedestrian safety.
2. The linemarking should not be approved at this stage. It can be reconsidered once the doctor's office is fully operational and serving the public.

**UNANIMOUS****7.4 PARKING - WOODWARD STREET, PARKES****RESOLVED LTC 011/25****Council Responsibilities:**

That:

1. The recommendation is that no permanent changes to occur in this area as this would have a major impact on community members accessing their homes.
2. Council to continue monitoring the situation and reassess should an incident occur.
3. Investigate the possibility of temporary 'No Stopping' signs being erected when Woodward Street is used as a detour.

**UNANIMOUS****7.5 MCGEES LANE - ONEWAY BETWEEN CHURCH AND COURT STREET, PARKES****RESOLVED LTC 012/25**

That:

1. Council recommends that no changes be made to the current layout.
2. Progress option to house skip bins on McGee's lane carpark under a lease arrangement with the Reject Shop.

**UNANIMOUS**

**7.6 INVESTIGATE A 'GIVEWAY' TO A 'STOP SIGN' AT THE INTERSECTION  
WOODWARD AND FISHER STREET, PARKES****RESOLVED LTC 013/25**

That:

1. The intersection of Woodward and Fisher Street is not recommended to be approved for GIVEWAY or STOP signs.
2. Installation on 'No Stopping' signage to be installed.
3. Trimming of existing vegetation and trees to allow for site distance to be increased
4. Council undertake a Community Consultation with affected properties with regards to parking changes.

**UNANIMOUS****8 GENERAL BUSINESS****8.1 COUNCIL TEMPORARY DELEGATION****RECOMMENDATION**

That:

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

**8.2 REMOVAL OF NO STOPPING SIGNS ON FORBES ROAD****RECOMMENDATION**

That:

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

**9 REPORT OF CONFIDENTIAL RESOLUTIONS**

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

**10 CONCLUSION OF MEETING**

The meeting concluded at 9:47 am.

This is the final page of the minutes comprising 9 pages numbered 1 to 9 of the Local Traffic Committee Meeting held on Wednesday, 6 August 2025 and confirmed on Wednesday, 5 November 2025.

*Ken McGrath*

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CHAIRPERSON



**12.5 MINUTES OF THE PARKES SPORTS COUNCIL MEETING HELD ON 12 AUGUST 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 AGM and General Meeting of the Parkes Sports Council held on 12 August 2025. [↓](#)**  
**B. Parkes Sports Council Annual Report - 2024-2025 (under separate cover) [⇒](#)**

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**RECOMMENDATION**

That Council:

1. Receive and confirm the Minutes of the Parkes Sports Council Meeting held on Tuesday 12 August 2025 appended at *Annexure A*.
  2. Confirm the appointment of Mr Michael Greenwood PSM as the Community Representative on the Sports Grants Selection Committee.
  3. Adopt the Parkes Sports Council Annual Report for 2024-2025 and approve its posting on to the Council's web site.
-

## AGM 12 August 2025

Tuesday, 12 August 2025 6:00 PM

The Annual General Meeting of the Parkes Sports Council was held at the Parkes Shire Council Committee Room on Tuesday 12 August 2025 commencing from 6PM.

### Welcome

Al Gersbach welcomed all to the meeting.

### Attendance

Al Gersbach (Chair), Luke Nash (Finances), Anthony McGrath (Secretary), Cr Ken Keith, Andrew Daley (Hockey), Michael Greenwood (Senior League), Gail Richardson (Community Representative), Cr Doug Pout, Leanne Arndell (Tennis), Greg Morrissey (Mr Cricket), Wayne Osbourne (Soccer), Jason O'Bryan (Junior League)

### Online

Cr Louise O'Leary (Councillor Representative, Peak Hill), Linda Snyman (Dragon Boating), Mark Salau (AFL), Doug Moore (Little Athletics)

### Guests

Geoff Finn (Sports Fields Supervisor, Parkes Shire Council) was unavailable.

### Apologies

None received.

### Confirmation of Previous AGM Minutes

The previous minutes were distributed with the agenda, moved by M Greenwood seconded by Ken Keith that they are a true and correct record. Carried

### President's Annual Report of Activities Including Financial Report

Al thanked all for their participation in the Sports Council, particular Anthony and Luke for their assistance and for their work in their secretarial and financial duties. He also thanked the life members for their participation and attendance. He also thanked Councillors Pout and O'Leary.

Al then reviewed the annual report with those present. A copy of the Annual Report will be distributed with the minutes of this meeting.

Michael Greenwood asked about indoor facility which is shown as a possible future project. Anthony advised that it was identified on the current McGlynn Park masterplan.

Greg Morrissey asked about the amenities upgrade at Woodward Oval. Cr Doug mentioned that it was listed in the DIAP as a possible disabled facility and also in the Western Entry Masterplan. Anthony agreed that it should also be listed in the Future Projects area.

Andrew Daley asked about the replacement pole at Northparkes Oval. Anthony confirmed that a claim had been lodged with Councils insurance policy

Moved by Al that the report be endorsed, seconded by Gail. Carried.

Luke provided an update on the annual financial reports which were included in the Annual Report.

### Selection of Office Bearers

Al handed over the chair to Cr Doug Pout to conduct the election process.

### Appointment of Patrons

Current patrons are Noel Johnstone, Gordon Pritchard, Ken Keith OAM, Michael Greenwood OAM, Greg Duffy OAM, Richard Hamilton, John Davies

Moved by Al Gersbach that the existing patrons be retained and that and that a letter be sent advising of their appointment. Seconded by Wayne Osbourne. Carried.

### Appointment of Life Members

Current life members are:

- Elected August 2001 - Greg Duffy, Michael Greenwood PSM, Ken Keith OAM, and Noel Johnstone
- Elected August 2004 - Richard Hamilton.

No new nominations for life members were received.

### Election of Office Bearers

Cr Doug declared all positions vacant and called for nominations

The positions on the executive were filled as follows:

- **Chairperson – Al Gersbach.** Nominated by Ken Keith, Seconded by Greg Morrissey. Accepted and carried.
- **Vice Chairperson - Andrew "Jim" Daley.** Nominated by Wayne Osbourne, seconded by Gail Richardson. Accepted and carried
- **Secretary - Anthony McGrath.** Nominated by Gail Richardson, seconded by Al Gersbach. Accepted and carried.
- **Financial Advisor - Luke Nash.** Nominated by Al Gersbach, seconded by Andrew Daley. Accepted and carried.
- **Plant Advisor - Michael O'Shannessy.** Honorary appointment.
- **Grounds Usage Disputes Committee.** All the following were nominated by Ken Keith, seconded Luke Nash. Accepted and carried.
  - **Wayne Osbourne**
  - **Greg Morrissey**
  - **Gail Richardson**
  - **Andrew Daley**
- **Grants Selection Committee**
  - **Michael Greenwood** - Community representative appointed by Council
  - **Gail Richardson** - Nominated by Al Gersbach, seconded by Andrew Daley. Accepted and carried.

### Notices of Motion

Nil

Al Gersbach resumed the Chair and closed the AGM then opened the General Meeting.

---

## General Meeting

### Notable Sporting Performances or Events

#### Running

- Luke Nash ran a sub 1hr in the City to Surf at the weekend.

#### Athletics

- Emrys Cassidy won State PSSA under 9s Jnr Cross Country.

#### League

- George Thomas invited into the Raiders system
- Marlila Morrison played for combined high schools

- Grace McGregor combined catholic colleges.
- Elizabeth McGregor debut for the Bulldogs in the NRLW with the Bulldogs
- Saxon Gosper western Schools at state titles for U12 league
- Arlo Cassidy represented Polding at the U12 state titles

#### Tennis

- Helen Magill selected to attend the US Open and also traveling to China in her coaching role with Tennis Australia
- Mitchell Arndell played for Forbes winning the A Grade in the intertown titles.
- Lachlan Unger completing the Level 1 Coach course
- Sam Rivett was the No1 player at the regional CHS trials
- Holy Family came second at the Todd Woodbridge cup. Next level to be played at Forbes.

#### Hockey

- Women's masters state titles, over 55s made the finals at Bathurst.
- Denise Gersbach has been appointed as Administration & Communications Officer for Hockey Australia Masters Committee.
- U21 Pathways Squads – Toby Collins, Ryan Dunford, Zanda Johnstone, Tommy Searl, James Robinson and Elly Thornberry.
- Country NSW – Tamika Potter, Eloisa Purtell, Meg Searl, Emmie Searl, Amber Whitney, Will Searl, Tom Searl and (Shadow) Jack Westcott.
- U14 NSW State Girls – Daisey Rice and U14 Blues Boys – Jack Dunford.
- Richard Rice will manage the U14 State Boys and Sal McPherson will manage U14 Blues girls.
- U18 Pathways Squads – Leo Allen, Finlay Quince & Sam Westcott.
- Mariah Williams played her 150 cap for Australia.
- U16 Girls won silver at State Champs Div 3.

### 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
10/06/2025	7	<del>Provide feedback to Rangers services that the a staged approach be taken when implementing the proposed changes to closing sporting fields to dogs.</del>	Anthony
10/6/2025	8	<del>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.</del>	Anthony
10/6/2026	9	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	10	<del>The change table in the disabled toilet at McGlynn Park has been broken for some time. When will it be repaired or replaced</del>	Building Services
10/6/2026	11	SMS lighting system at Lindner Oval is not working consistently	Anthony

### Discussion / Action Taken

Update provided on the outstanding tasks as follows:

- 1, AI has recovered the Cecile Pepper legend frame. Still looking for John Dwyer
- 7, Anthony discussed the approach to be taken by Ranger Services with the Planning department.
- 8, Brick pit level to be lowered as directed by the General Manager. A drain was installed to take away the water from the sandstone wall. Fill was not ideal and additional work was done on bare patches.
- 10, change table was repaired.

### 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

Nil

### Sports Projects Update (Geoff Finn)

Geoff was unavailable for the meeting.

### Around the Grounds

AFL

- Have applied for a Telstra grant to put up ball net at the southern end of NPM

Little Athletics

- Held AGM with same committee returned
- Season starts early October through to end of March.
- Discussion with Tim on extra shot put training area and other plans

#### Cricket

- Preseason meeting held with good attendance.
- Parkes cricket AGM to be held on 19 August.
- Thanked Al for his presentation to Council on Dogs

#### Golf

- New format for Parkes Open, with 4 ball best ball then two days of 18 holes.

#### Rugby League

- Semi-finals this week at Pioneer Oval. 5 teams competing in 10 matches.
- Lighting project at tender selection stage. Hoping to also install additional LED onto the existing poles.
- Plan to use Cheney Park for training full time. Club has split into two groups, white and blue. Blue may move to Cheney as their home ground for matches.
- Have spoken with existing groups around building a new amenities block.

#### Tennis

- Ticking along with small committee. Four young kids doing some private coaching.
- Have been unable to secure a pro for coaching.
- Running senior competitions but not Juniors at this time.
- Got a quote from Council to assist with maintenance but was beyond the club means to take up.

#### Soccer

- Cobras finished the competition with a draw. Woody no longer needed.
- Two rounds left in the competition. Completion in mid-September

#### Hockey

- Premier League (mens) going well may have a men's final at Parkes.
- Held a mental health round to raise awareness and funds. Raised 32K.
- Had an incident during hockey where a player had a heart attack. The defib had been sent away for maintenance. Another was located with people available who had the knowledge to use CPR. Luckily the player was revived.

#### Dragon Boating

- Are on winter break. AGM to be held on 23 August
- Season to start 6th Sept (numbers dependant).
- Hopefully the road is in a graded and good condition by then (has been done but may not stay in good shape for long).

## Financial Report - Operational and Capital Works Projects

The financial report was included with the Annual General Meeting

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## General Business

### Watering System

Council are reviewing recycle watering system to build in some redundancy and capacity for the summer months.

### Masters Games

Louise advised that they are considering dates in March 2026 (last 3 weekends). To be confirmed for advertising in October.

**Register your AED**

Heart of the Nation has been merged into the Heart Foundation and are no longer registering AEDs and their online App is no longer operating. The NSW Ambulance service recommends using the government based GoodSAM register. You can register an AED on the NSW Government's [GoodSAM website](#) and download the GoodSAM app to locate AED near you.

**Passing of Bev Cox**

Michael mentioned the passing of Bev Cox who was a Secretary of the Sports Council in its early days.

**Next Meeting**

9 September 2025 at 6pm.

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**Meeting Actions**

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**Attachments**

Nil



**12.6 MINUTES OF THE FLOODPLAIN MANAGEMENT COMMITTEE MEETING HELD ON  
14 AUGUST 2025****IP&R Linkage:** **Pillar:** Leadership**Goal:** Our local government is open, accountable and transparent.**Strategy:** Provide open and transparent decision-making and undertake the civic duties of Council with professionalism and integrity.**Author:** **Taylah Burt, Business Support Officer****Authoriser:** **Andrew Francis, Director Infrastructure and Sustainability****Annexures:** **A. Minutes of the Floodplain Management Committee Meeting** [↓](#)

---

**RECOMMENDATION**

That Council:

1. Receive and confirm the Minutes of the Floodplain Management Committee Meeting held on Thursday 14 August 2025 appended at *Annexure A*.
-

## Minutes of the Floodplain Committee Meeting

Date Tuesday, 13 August 2025  
Time 3:00 PM - 5:00 PM  
Location Committee Room, 2 Cecile Street, Parkes  
Present Cr George Pratt, Kylie Trueber, Andrew Francis, Kathryn Read, Joshua Stanbury, James Buchanan, Tanvir Ahmed, Joel Fraleigh Kira.Leonard1, Robert Staples, and Clive Hawken  
Absent  
Note Taker Kylie Trueber

### Agenda

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#### 1 - Acknowledgement of Country

*Participated:* Cr George Pratt

Council respectfully acknowledges the traditional owners, the Wiradjuri people, as the custodians of this land. We pay respect to all Aboriginal community Elders, past and present, who have resided in the area and have been an integral part of the history of the region.

Meeting start time: **3.06PM**

#### 2 - Apologies

*Participated:* Cr George Pratt

- Cr Applebee
- Cr Wilson
- Peter Kelly.

#### 3 - Confirmation of Minutes

*Participated:* Cr George Pratt

The minutes of the previous meeting were confirmed

**Moved:** Kathryn Read

**Seconded:** Robert Staples

#### 4 - Business Arising

*Participated:* Cr George Pratt

- Rob (East Parkes Flood Study Working Group) joined the committee.
- Rob has expertise in flood modelling and management.

#### 5 - Declarations of Interest

*Participated:* Cr George Pratt

- No declarations reported.



## 6 - Items of Business

### 6.1 - Cookamidgera Flood Risk Management Study and Plan

- Public consultation started; session held but no attendees.
- Feedback received from Ted Thompson (via Clive Baum) – to be discussed/documentated.
- Consultation closes 28 August 2025.
- Measures: LEP/DCP updates, SES planning improvements, community readiness programs, infrastructure options (embankments, swales, channels, spillway adjustments).
- Feasibility study dependent on funding.

#### Tasks:

- Document Ted Thompson's feedback - Clive Baum (28 Aug 2025)
- Request SES feedback - Kylie Trueber (28 Aug 2025)

### 6.2 - Bogan Gate and Gunningbland Flood Risk Management Study and Plan

- Public consultation session well-attended (8–10 people).
- Feedback included 2022 flood observations (rail damage, resident impacts).
- Measures: LEP/DCP updates, SES planning, education, culverts, embankments.

#### Tasks:

- Review/incorporate feedback – Joel Fraleigh
- Conduct detailed analysis post-feedback – Joel Fraleigh

### 6.3 - Rhelm to provide an update on Trundle, East Parkes and Town studies

*Participated:* Joel Fraleigh

- Trundle: roadway upgrades, public exhibition planned.
- Parkes Town Centre/East Parkes: modelling historic events, identifying new flood zones, hazard assessments, potential insurance/development impacts.
- Public exhibition: early September.

#### Task:

- Review public exhibition feedback – Joel Fraleigh

## 7 - General Business

- **James Buchanan** - Concern: ARTC engagement – follow up at ministerial level.
- **Kylie Trueber** - Public consultation stakeholders: legal aid, insurance agencies, SES

## 8 - Next Meeting Date

- 13 November 2025

### Other Decisions & Tasks

- Advocate for improved engagement with insurance providers (re: premium impacts).
- Updated flood planning levels to include climate change scenarios to 2100 (freeboard: 0.3m urban, 0.5m mainstream).
- Public consultation for Parkes Town Centre/East Parkes: 17 Sept 2025, 12–8pm (venue TBC).

#### Tasks:

- Investigate council advocacy on insurance concerns – Kylie Trueber
- Contact Insurance Council for participation – Kylie Trueber (17 Sept 2025)
- Review community feedback from Cookamidgera/Bogan Gate – Due 18 Nov 2025
- Finalise consultation maps (calibration maps, 1% AEP) – Due 17 Sept 2025
- Organise resident letter drop (newly identified flood zones) – Due 17 Sept 2025
- Align SES early warning systems with updated East Parkes data

Meeting end time: **4:10PM**

## 13 REPORTS OF THE GENERAL MANAGER

### 13.1 APPOINTMENT ANNOUNCEMENT - DIRECTOR PLANNING AND COMMUNITY SERVICES

**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:** Kent Boyd PSM, General Manager

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

**Annexures:** Nil

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#### RECOMMENDATION

That Council:

1. Receive and note the report.
2. Congratulate Annalise Teale on her appointment as the Director Planning and Community Services.

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#### BACKGROUND

As Council is aware, the position of Director Planning and Community Services has been vacant since 24 March 2025. A recent recruitment campaign was undertaken, with the role widely advertised from 7 to 27 July 2025.

#### ISSUES AND COMMENTARY

Following a strong response, a shortlist of high-quality candidates was compiled, and interviews were conducted on 11 and 12 August 2025. The interview panel consisted of six members, including the Mayor and Deputy Mayor.

I am pleased to advise that following a thorough and competitive selection process, the position has been offered to **Annalise Teale**, who has been acting in the position since March.

Annalise was the unanimous choice of the panel and emerged as the preferred candidate from a strong field of contenders. Her experience, leadership qualities, and vision for planning, Libraries, Child Care and other Community Services impressed the panel and align well with the strategic future needs of the community.

Congratulations to Annalise for a well-earned Directorship position.

#### LEGISLATIVE AND POLICY CONTEXT

The Local Government Act includes provisions for the General Manager to appoint staff.

#### FINANCIAL IMPLICATIONS

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

**RISK IMPLICATIONS**

The Director Planning and Community Services is essential in ensuring the delivery of Council services including planning and building approvals, library and childcare services.

**COMMUNITY CONSULTATION**

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

**13.2 DRAFT ANNUAL FINANCIAL STATEMENTS - YEAR ENDED 30 JUNE 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:** **Kent Boyd PSM, General Manager****Annexures:** **A. Draft - Annual Financial Statements - Year Ended 30 June 2025** [↓](#)**RECOMMENDATION**

That Council:

1. In accordance with the requirements of the *Local Government Act 1993* (as amended) and the Local Government Code of Accounting Practice and Financial Reporting, resolve to refer the accounts for audit.
2. Recognise the advance payments of the 2025/26 Financial Assistance Grants (general purpose and local roads components) and the receipt of funds from NSW State Emergency Services (New Parkes SES Unit) as internally allocated cash as at 30 June 2025.

**BACKGROUND**

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

**ISSUES AND COMMENTARY**

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

Council recorded an operating loss of (\$3,299,000) in 2025, compared to a surplus of \$2,069,000 in 2024. The result was impacted by lower grants and contributions for operating purposes, reduced user charges and fees and higher depreciation expenses. Additional road repair costs were incurred during the year, with the related funding received in the prior year, creating timing differences in the financial results. The timing of Financial Assistance Grant payments also contributed, with 85% of the total allocation paid in advance prior to 30 June 2024, compared to only 50% prior to 30 June 2025.

In the previous financial year, Council delivered a one-off, high-value program of works for Transport for NSW under the RMCC program; in the current year, the value of works returned to normal levels. Employee-related costs increased due to a reduction in staff vacancies; lower capitalised labour costs as additional time and resources were directed to flood recovery works and higher leave entitlements. Materials and services expenses decreased compared to the previous year, primarily due to reduced flood damage works and lower RMCC activity. Depreciation expense continued to rise, reflecting the annual indexation of all asset classes. A net gain was recognised on the disposal of assets, primarily from land sales associated with the Parkes Gateway project and the sale of plant and equipment.

**LEGISLATIVE AND POLICY CONTEXT**

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

**FINANCIAL IMPLICATIONS**

The draft financials indicate an actual operating loss of (\$3,299,000) as compared to original budgeted surplus of \$276,000. Total income from continuing operations (excluding capital grants) was \$64,728,000 as compared to original budget of \$60,525,000. Total expenses from continuing operations were \$68,027,000 as compared to original budget of \$60,249,000.

**RISK IMPLICATIONS**

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

**COMMUNITY CONSULTATION**

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

**CONCLUSION**

Council's Auditors will commence the audit of the financial statements from 25 August 2025 and will be onsite from 15 September to 17 September 2025. The Audited Financial reports will be issued following the completion of the audit. Following receipt of the Auditors Report, it will be tabled at a council meeting and public notice will be given advising the public of the presentation.



# Parkes Shire Council

GENERAL PURPOSE FINANCIAL STATEMENTS  
for the year ended 30 June 2025

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**Parkes Shire Council****General Purpose Financial Statements**  
for the year ended 30 June 2025

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## Parkes Shire Council

### General Purpose Financial Statements

for the year ended 30 June 2025

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Statement by Councillors and Management made pursuant to Section 413 (2c) of the *Local Government Act 1993* (NSW)

**The attached general purpose financial statements have been prepared in accordance with:**

- the *Local Government Act 1993* and the regulations made thereunder,
- the Australian Accounting Standards issued by the Australian Accounting Standards Board
- the Local Government Code of Accounting Practice and Financial Reporting.

**To the best of our knowledge and belief, these statements:**

- present fairly the Council's operating result and financial position for the year
- accord with Council's accounting and other records.

**We are not aware of any matter that would render these statements false or misleading in any way.**

**Signed in accordance with a resolution of Council made on 19 August 2025.**

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Neil Westcott  
**Mayor**  
19 August 2025

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Marg Applebee  
**Councillor**  
19 August 2025

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Kent Boyd  
**General Manager**  
19 August 2025

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Jaco Barnard  
**Responsible Accounting Officer**  
19 August 2025

## Parkes Shire Council

### Income Statement

for the year ended 30 June 2025

Original unaudited budget 2025	\$ '000	Notes	Actual 2025	Actual 2024
	<b>Income from continuing operations</b>			
30,249	Rates and annual charges	B2-1	<b>30,886</b>	29,201
12,157	User charges and fees	B2-2	<b>14,202</b>	20,602
1,769	Other revenues		<b>1,370</b>	1,319
13,770	Grants and contributions provided for operating purposes	B2-3	<b>13,955</b>	26,590
20,869	Grants and contributions provided for capital purposes	B2-3	<b>35,498</b>	22,684
1,080	Interest and investment income		<b>2,147</b>	1,671
—	Other income		<b>670</b>	525
1,500	Net gain from the disposal of assets		<b>1,498</b>	—
<b>81,394</b>	<b>Total income from continuing operations</b>		<b>100,226</b>	102,592
	<b>Expenses from continuing operations</b>			
19,063	Employee benefits and on-costs	B3-1	<b>21,442</b>	21,048
21,380	Materials and services	B3-2	<b>24,192</b>	33,611
644	Borrowing costs		<b>1,046</b>	867
810	Other expenses		<b>1,024</b>	858
—	Net loss from the disposal of assets		<b>—</b>	2,904
<b>41,897</b>	<b>Total expenses from continuing operations excluding depreciation, amortisation and impairment of non-financial assets</b>		<b>47,704</b>	59,288
<b>39,497</b>	<b>Operating result from continuing operations excluding depreciation, amortisation and impairment of non-financial assets</b>		<b>52,522</b>	43,304
18,352	Depreciation, amortisation and impairment of non-financial assets	B3-3	<b>20,323</b>	18,551
<b>21,145</b>	<b>Operating result from continuing operations</b>		<b>32,199</b>	24,753
<b>21,145</b>	<b>Net operating result for the year attributable to Council</b>		<b>32,199</b>	24,753
<b>276</b>	<b>Net operating result for the year before grants and contributions provided for capital purposes</b>		<b>(3,299)</b>	2,069

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

Parkes Shire Council | Statement of Comprehensive Income | for the year ended 30 June 2025

## Parkes Shire Council

### Statement of Comprehensive Income

for the year ended 30 June 2025

\$ '000	2025	2024
<b>Net operating result for the year – from Income Statement</b>	<b>32,199</b>	<b>24,753</b>
<b>Other comprehensive income:</b>		
Amounts which will not be reclassified subsequently to the operating result		
Gain (loss) on revaluation of infrastructure, property, plant and equipment	<b>10,228</b>	46,628
<b>Total items which will not be reclassified subsequently to the operating result</b>	<b>10,228</b>	<b>46,628</b>
<b>Total other comprehensive income for the year</b>	<b>10,228</b>	<b>46,628</b>
<b>Total comprehensive income for the year attributable to Council</b>	<b>42,427</b>	<b>71,381</b>

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

Parkes Shire Council | Statement of Financial Position | as at 30 June 2025

## Parkes Shire Council

### Statement of Financial Position

as at 30 June 2025

\$ '000	Notes	2025	2024
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and cash equivalents	C1-1	16,474	20,285
Investments	C1-2	31,516	26,500
Receivables	C1-4	10,896	8,215
Inventories		2,254	2,045
Contract assets and contract cost assets		–	1,702
Other		740	609
<b>Total current assets</b>		<b>61,880</b>	<b>59,356</b>
<b>Non-current assets</b>			
Investments	C1-2	3,542	4,554
Inventories		7,248	3,166
Infrastructure, property, plant and equipment (IPPE)		1,004,534	968,643
Intangible assets		7,956	8,106
<b>Total non-current assets</b>		<b>1,023,280</b>	<b>984,469</b>
<b>Total assets</b>		<b>1,085,160</b>	<b>1,043,825</b>
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
Payables	C3-1	5,989	4,778
Contract liabilities	C3-2	7,642	9,558
Borrowings	C3-3	4,765	728
Employee benefit obligations	C3-4	5,457	5,345
<b>Total current liabilities</b>		<b>23,853</b>	<b>20,409</b>
<b>Non-current liabilities</b>			
Borrowings	C3-3	15,270	20,036
Employee benefit obligations	C3-4	308	297
Provisions	C3-5	5,400	5,181
<b>Total non-current liabilities</b>		<b>20,978</b>	<b>25,514</b>
<b>Total liabilities</b>		<b>44,831</b>	<b>45,923</b>
<b>Net assets</b>		<b>1,040,329</b>	<b>997,902</b>
<b>EQUITY</b>			
Accumulated surplus		641,595	609,396
IPPE Revaluation Surplus		398,734	388,506
<b>Council equity interest</b>		<b>1,040,329</b>	<b>997,902</b>
<b>Total equity</b>		<b>1,040,329</b>	<b>997,902</b>

Parkes Shire Council | Statement of Changes in Equity | for the year ended 30 June 2025

## Parkes Shire Council

### Statement of Changes in Equity for the year ended 30 June 2025

	2025			2024		
	Accumulated surplus	IPPE revaluation reserve	Total equity	Accumulated surplus	IPPE revaluation reserve	Total equity
<b>\$ '000</b>						
Opening balance at 1 July	609,396	388,506	997,902	584,643	341,878	926,521
<b>Opening balance</b>	<b>609,396</b>	<b>388,506</b>	<b>997,902</b>	<b>584,643</b>	<b>341,878</b>	<b>926,521</b>
Net operating result for the year	32,199	–	32,199	24,753	–	24,753
<b>Net operating result</b>	<b>32,199</b>	<b>–</b>	<b>32,199</b>	<b>24,753</b>	<b>–</b>	<b>24,753</b>
<b>Other comprehensive income</b>						
Gain (loss) on revaluation of infrastructure, property, plant and equipment	–	10,228	10,228	–	46,628	46,628
<b>Other comprehensive income</b>	<b>–</b>	<b>10,228</b>	<b>10,228</b>	<b>–</b>	<b>46,628</b>	<b>46,628</b>
<b>Total comprehensive income</b>	<b>32,199</b>	<b>10,228</b>	<b>42,427</b>	<b>24,753</b>	<b>46,628</b>	<b>71,381</b>
<b>Closing balance at 30 June</b>	<b>641,595</b>	<b>398,734</b>	<b>1,040,329</b>	<b>609,396</b>	<b>388,506</b>	<b>997,902</b>

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

## Parkes Shire Council

### Statement of Cash Flows

for the year ended 30 June 2025

Original unaudited budget 2025	\$ '000	Notes	Actual 2025	Actual 2024
<b>Cash flows from operating activities</b>				
<b>Receipts:</b>				
–	Rates and annual charges		30,343	28,623
–	User charges and fees		11,511	20,367
–	Interest received		2,530	1,856
–	Grants and contributions		37,235	57,918
–	Bonds, deposits and retentions received		343	244
–	Other		2,260	4,048
<b>Payments:</b>				
–	Payments to employees		(21,239)	(20,908)
–	Payments for materials and services		(21,912)	(35,607)
–	Borrowing costs		(1,057)	(643)
–	Other		(975)	(2,390)
–	<b>Net cash flows from operating activities</b>	F1-1	<b>39,039</b>	<b>53,508</b>
<b>Cash flows from investing activities</b>				
<b>Receipts:</b>				
–	Redemption of Investments		–	32,500
–	Proceeds from sale of IPPE		2,237	1,563
<b>Payments:</b>				
–	Purchase of investments		–	(26,497)
–	Acquisition of term deposits		(4,000)	–
–	Payments for IPPE		(36,133)	(44,018)
–	Purchase of real estate assets		(4,375)	(90)
–	Purchase of intangible assets		150	(4,804)
–	<b>Net cash flows from investing activities</b>		<b>(42,121)</b>	<b>(41,346)</b>
<b>Cash flows from financing activities</b>				
<b>Receipts:</b>				
–	Proceeds from borrowings		–	4,000
<b>Payments:</b>				
–	Repayment of borrowings		(729)	(718)
–	<b>Net cash flows from financing activities</b>		<b>(729)</b>	<b>3,282</b>
–	<b>Net change in cash and cash equivalents</b>		<b>(3,811)</b>	<b>15,444</b>
–	Cash and cash equivalents at beginning of year		20,285	4,841
–	<b>Cash and cash equivalents at end of year</b>	C1-1	<b>16,474</b>	<b>20,285</b>
–	plus: Investments on hand at end of year	C1-2	35,058	31,054
–	<b>Total cash, cash equivalents and investments</b>		<b>51,532</b>	<b>51,339</b>

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.



## Parkes Shire Council

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## Parkes Shire Council

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## A About Council and these financial statements

### A1-1 Basis of preparation

These financial statements were authorised for issue by Council on 19 August 2025.

Council has the power to amend and reissue these financial statements in cases where critical information is received from public submissions or where the OLG directs Council to amend the financial statements.

The material accounting policy information related to these financial statements are set out below.

These policies have been consistently applied to all the years presented, unless otherwise stated.

These general purpose financial statements have been prepared in accordance with Australian Accounting Standards and Australian Accounting Interpretations, the *Local Government Act 1993 (Act)* and *Local Government (General) Regulation 2021 (Regulation)*, and the Local Government Code of Accounting Practice and Financial Reporting. Council is a not for-profit entity. The financial statements are presented in Australian dollars and are rounded to the nearest thousand dollars.

#### **Historical cost convention**

These financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain financial assets and liabilities and certain classes of infrastructure, property, plant and equipment and investment property.

#### **Significant accounting estimates and judgements**

The preparation of financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the Council's accounting policies.

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that may have a financial impact on the Council and that are believed to be reasonable under the circumstances.

#### **Critical accounting estimates and assumptions**

Council makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year include:

- (i) estimated fair values of infrastructure, property, plant and equipment – refer Note C1-8
- (ii) employee benefit provisions – refer Note C3-4
- (iii) estimated tip remediation provisions – refer Note C3-5

#### **Significant judgements in applying the Council's accounting policies**

- (i) Impairment of receivables

Council has made a significant judgement about the impairment of a number of its receivables – refer Note C1-4.

### **Monies and other assets received by Council**

#### **The Consolidated Fund**

In accordance with the provisions of Section 409(1) of the Local Government Act 1993 (NSW), all money and property received by Council is held in the Council's Consolidated Fund unless it is required to be held in the Council's Trust Fund.

Cash and other assets of the following entities have been included as part of the Consolidated Fund:

- General purpose operations
- Water service
- Sewerage service

#### **The Trust Fund**

In accordance with the provisions of Section 411 of the *Local Government Act 1993 (NSW)* (as amended), a separate and distinct Trust Fund is maintained to account for all money and other assets received by the council in trust which must be applied only for the purposes of, or in accordance with, the trusts relating to those monies.

## A1-1 Basis of preparation (continued)

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A separate statement of monies held in the Trust Fund is available for inspection at the council office by any person free of charge

### **Goods and Services Tax (GST)**

#### **Volunteer services**

In accordance with AASB 1058, Parkes Shire Council does not record volunteer services as revenue as it cannot be reliably measured and the services would not be purchased or externally contracted if not donated to council.

### **New accounting standards and interpretations issued but not yet effective**

Certain new accounting standards and interpretations have been published that are not mandatory for the 30 June 2025 reporting period. Council has not applied any pronouncements before its operative date in the annual reporting period beginning 1 July 2025.

As at the date of authorisation of these financial statements Council does not consider that any of these new (and still to be applied) standards and interpretations are likely to have a material impact on the Council's future financial statements, financial position, financial performance or cash flows.

### **New accounting standards adopted during the year**

During the year Council adopted all accounting standards and interpretations (as issued by the Australian Accounting Standards Board) which were mandatorily effective from the first time at 30 June 2025.

The following new standard is effective for the first time at 30 June 2025:

- AASB 2022-10 Amendments to Australian Accounting Standards – Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities.

There is not expected to be a significant impact on council's reported financial position.

## B Financial Performance

### B1 Functions or activities

#### B1-1 Functions or activities – income, expenses and assets

Income, expenses and assets have been directly attributed to the following functions or activities. Details of those functions or activities are provided in Note B1-2.

\$ '000	Income		Expenses		Operating result		Grants and contributions		Carrying amount of assets	
	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024
<b>Functions or activities</b>										
Governance	–	72	1,537	1,188	(1,537)	(1,116)	–	–	–	–
Administration	3,708	3,767	13,213	14,146	(9,505)	(10,379)	421	2,112	–	19,721
Public order and safety	1,428	1,666	1,325	1,351	103	315	1,365	1,593	–	7,910
Health	–	25	980	783	(980)	(758)	–	–	–	538
Environment	5,069	4,687	5,173	4,650	(104)	37	358	727	–	434
Community services and education	2,964	2,938	2,288	2,266	676	672	2,423	2,632	–	15,850
Housing and community amenities	902	745	777	746	125	(1)	586	340	–	45,731
Water supplies	26,809	18,307	12,140	13,380	14,669	4,927	12,946	4,641	–	235,353
Sewerage services	8,439	4,800	5,066	4,102	3,373	698	2,606	180	–	80,432
Recreation and culture	2,697	4,640	6,606	6,679	(3,909)	(2,039)	2,545	4,548	–	90,489
Mining, manufacturing and construction	283	373	397	339	(114)	34	–	–	–	745
Transport and communication	25,422	37,240	14,951	24,540	10,471	12,700	21,883	26,886	–	503,627
Economic affairs	2,233	2,278	3,572	3,669	(1,339)	(1,391)	368	421	–	9,687
General purpose income	20,272	21,054	2	–	20,270	21,054	3,952	5,194	1,085,160	33,308
<b>Total functions and activities</b>	<b>100,226</b>	<b>102,592</b>	<b>68,027</b>	<b>77,839</b>	<b>32,199</b>	<b>24,753</b>	<b>49,453</b>	<b>49,274</b>	<b>1,085,160</b>	<b>1,043,825</b>

## B1-2 Components of functions or activities

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Details relating to the Council's functions or activities as reported in B1-1 are as follows:

### Governance

Includes costs relating to Council's role as a component of demographic government, including elections, members' fees and expenses, subscriptions to local authority associations, meetings of Council and policymaking committees, area representation and public disclosures, and legislative compliance.

### Administration

Includes corporate support and other support services (not otherwise attributed to the listed functions / activities).

### Public order and safety

Includes Council's fire and emergency service levy, fire protection, emergency services, enforcement of regulation and animal control.

### Health

Includes immunisation, food control, health centres and related administration.

### Environment

Includes noxious plants and insect/vermin control; other environmental protection; solid waste management, including domestic waste; other waste management; other sanitation; and garbage, street cleaning, drainage and stormwater management.

### Community services and education

Includes administration, family day care, youth services, other family and children, aged and disabled.

### Housing and community amenities

Includes housing, town planning, street lighting, other sanitation and garbage, and public cemeteries.

### Water supplies

Water supply network for Parkes - Peak Hill - Cookamidgera townships and rural network (B-Section Line) servicing townships of Bogan Gate, Trundle, and Tullamore.

### Sewerage services

Sewerage network consisting of four treatment plants servicing Parkes, Peak Hill, Trundle and Tullamore.

### Recreation and culture

Includes public libraries; museums; art galleries; community centres and halls, sporting grounds and venues, swimming pools, parks and gardens, lakes, and other sporting recreational and other cultural services.

### Mining, manufacturing and construction

Includes building control, quarries and pits and mineral resources.

### Transport and communication

Urban roads, sealed rural roads, unsealed rural roads, bridges, footpaths, aerodromes, parking areas, bus shelters and services, water transport, RMS works, and ancillary roadworks.

## B1-2 Components of functions or activities (continued)

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### **Economic affairs**

Includes camping areas and caravan parks, tourism and area promotion; industrial development promotion; sale yards and markets; real estate development; commercial nurseries; Parkes Elvis Festival and other business Undertakings.

## B2 Sources of income

### B2-1 Rates and annual charges

\$ '000	2025	2024
<b>Ordinary rates</b>		
Residential	7,049	6,590
Farmland	4,565	4,359
Mining	1,649	1,578
Business	3,095	3,190
Less: pensioner rebates (mandatory)	(189)	(192)
Less: pensioner rebates (Council policy)	(61)	(68)
<b>Rates levied to ratepayers</b>	<b>16,108</b>	<b>15,457</b>
Pensioner rate subsidies received	103	104
<b>Total ordinary rates</b>	<b>16,211</b>	<b>15,561</b>
<b>Annual charges (pursuant to s496, 496A, 496B, 501 &amp; 611)</b>		
Domestic waste management services	2,884	2,638
Stormwater management services	174	177
Water supply services	6,523	6,185
Sewerage services	4,702	4,272
Waste management services (non-domestic)	502	479
Less: pensioner rebates (mandatory)	(245)	(248)
<b>Annual charges levied</b>	<b>14,540</b>	<b>13,503</b>
Pensioner annual charges subsidies received:		
– Water	48	50
– Sewerage	42	42
– Domestic waste management	45	45
<b>Total annual charges</b>	<b>14,675</b>	<b>13,640</b>
<b>Total rates and annual charges</b>	<b>30,886</b>	<b>29,201</b>

Council has used 2022 year valuations provided by the NSW Valuer General in calculating its rates.

#### Material accounting policy information

Rates and annual charges are recognised as revenue when the Council obtains control over the assets comprising these receipts which is the beginning of the rating period to which they relate. Prepaid rates are recognised as a financial liability until the beginning of the rating period.

Pensioner rebates relate to reductions in rates and certain annual charges for eligible pensioners' place of residence in the local government council area that are not subsidised by the NSW Government.

Pensioner rate subsidies are received from the NSW Government to provide a contribution towards the pensioner rebates and are in substance a rates payment.



## B2-2 User charges and fees

\$ '000	2025	2024
<b>Specific user charges (per s502 - specific 'actual use' charges)</b>		
Sewerage services	817	620
Waste management services (non-domestic)	1,018	738
Water supply services	6,520	5,906
<b>Total specific user charges</b>	<b>8,355</b>	<b>7,264</b>
<b>Other user charges and fees</b>		
<b>(i) Fees and charges – statutory and regulatory functions (per s608)</b>		
Planning and building regulation	388	518
Private works – section 67	79	635
Section 10.7 certificates (EP&A Act)	51	54
Section 603 certificates	44	34
<b>Total fees and charges – statutory/regulatory</b>	<b>562</b>	<b>1,241</b>
<b>(ii) Fees and charges – other (incl. general user charges (per s608))</b>		
Aerodrome	234	227
Caravan park	605	635
Cemeteries	174	225
Elvis festival revenue (excl sponsorships)	707	629
Leaseback fees – Council vehicles	137	157
Library and art gallery	22	25
Transport For NSW (formerly RMS) charges (state roads not controlled by Council)	2,568	9,624
Tourism	192	159
Waste disposal tipping fees	14	12
Swimming centres & recreation	62	60
Family day care	536	326
Water connection fees	34	18
<b>Total fees and charges – other</b>	<b>5,285</b>	<b>12,097</b>
<b>Total other user charges and fees</b>	<b>5,847</b>	<b>13,338</b>
<b>Total user charges and fees</b>	<b>14,202</b>	<b>20,602</b>
<b>Timing of revenue recognition for user charges and fees</b>		
User charges and fees recognised over time	–	–
User charges and fees recognised at a point in time	14,202	20,602
<b>Total user charges and fees</b>	<b>14,202</b>	<b>20,602</b>

### Material accounting policy information

Revenue arising from user charges and fees is recognised when or as the performance obligation is completed and the customer receives the benefit of the goods / services being provided.

The performance obligation relates to the specific services which are provided to the customers and generally the payment terms are within 30 days of the provision of the service or in some cases such as caravan parks, the customer is required to pay on arrival. There is no material obligation for Council in relation to refunds or returns.

## B2-3 Grants and contributions

\$ '000	Operating 2025	Operating 2024	Capital 2025	Capital 2024
<b>General purpose grants and non-developer contributions (untied)</b>				
<b>General purpose (untied)</b>				
<b>Current year allocation</b>				
Financial assistance – general component	919	311	–	–
Financial assistance – local roads component	433	101	–	–
<b>Payment in advance - future year allocation</b>				
Financial assistance – general component	3,032	4,884	–	–
Financial assistance – local roads component	1,476	2,377	–	–
<b>Amount recognised as income during current year</b>	<b>5,860</b>	<b>7,673</b>	<b>–</b>	<b>–</b>
<b>Special purpose grants and non-developer contributions (tied)</b>				
<b>Cash contributions</b>				
Water supplies	53	422	5,326	3,410
Sewerage services	–	–	–	62
Bushfire and emergency services	134	98	1,000	1,000
Child care	1,225	1,175	–	–
Community care	1,198	1,414	–	–
Economic development	–	40	129	64
Environmental programs	–	–	36	–
Floodplain management	93	20	–	–
Heritage and cultural	14	16	–	–
Library	166	118	–	–
LIRS subsidy	1	2	–	–
Noxious weeds	70	101	–	–
NSW rural fire services	57	59	–	251
Recreation and culture	42	185	1,179	3,058
Storm/flood damage	265	2,714	–	–
Road safety	207	165	–	–
Tourism	–	25	–	–
Street lighting	57	57	–	–
Footpaths	–	–	241	4
Other specific grants	23	57	–	–
Transport (roads to recovery)	2,274	2,926	–	–
Transport (other roads and bridges funding)	–	1,539	6,700	11,303
Drought Resilience	290	160	–	–
Local Roads & Community Infrastructure (LRCI)	–	–	1,667	1,863
Drainage	42	96	133	461
Town Planning	186	150	–	–
Business development	100	100	–	–
Aerodromes	–	–	–	32
Roads and bridges	85	5,628	2,734	312
Other – landfill consolidation	–	50	–	–
Transport for NSW contributions (regional roads, block grant)	1,439	1,413	–	–
Tourism	34	107	234	151
Community services	40	80	–	–
Community Assets Program - Flood Recovery	–	–	18	–
<b>Total special purpose grants and non-developer contributions – cash</b>	<b>8,095</b>	<b>18,917</b>	<b>19,397</b>	<b>21,971</b>
<b>Total special purpose grants and non-developer contributions (tied)</b>	<b>8,095</b>	<b>18,917</b>	<b>19,397</b>	<b>21,971</b>
<b>Total grants and non-developer contributions</b>	<b>13,955</b>	<b>26,590</b>	<b>19,397</b>	<b>21,971</b>

Comprising:

continued on next page

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## B2-3 Grants and contributions (continued)

\$ '000	Operating 2025	Operating 2024	Capital 2025	Capital 2024
– Commonwealth funding	8,158	10,637	10,911	3,013
– State funding	5,462	13,613	8,448	18,789
– Other funding	335	2,340	38	169
	<b>13,955</b>	<b>26,590</b>	<b>19,397</b>	<b>21,971</b>

### Developer contributions

\$ '000	Notes	Operating 2025	Operating 2024	Capital 2025	Capital 2024
<b>Developer contributions:</b>					
<b>(s7.4 &amp; s7.11 - EP&amp;A Act, s64 of the LGA):</b>					
<b>Cash contributions</b>					
S 7.4 – contributions using planning agreements	F4	–	–	259	280
S 64 – water supply contributions		–	–	1,392	315
S 64 – sewerage service contributions		–	–	2,345	118
<b>Total developer contributions – cash</b>		<b>–</b>	<b>–</b>	<b>3,996</b>	<b>713</b>
<b>Non-cash contributions</b>					
S 64 – water supply contributions		–	–	5,683	–
S 64 – sewerage service contributions		–	–	245	–
Other developer contributions		–	–	6,177	–
<b>Total developer contributions non-cash</b>		<b>–</b>	<b>–</b>	<b>12,105</b>	<b>–</b>
<b>Total developer contributions</b>		<b>–</b>	<b>–</b>	<b>16,101</b>	<b>713</b>
<b>Total contributions</b>		<b>–</b>	<b>–</b>	<b>16,101</b>	<b>713</b>
<b>Total grants and contributions</b>		<b>13,955</b>	<b>26,590</b>	<b>35,498</b>	<b>22,684</b>
<b>Timing of revenue recognition</b>					
Grants and contributions recognised over time		–	343	–	18,688
Grants and contributions recognised at a point in time		13,955	26,247	35,498	3,996
<b>Total grants and contributions</b>		<b>13,955</b>	<b>26,590</b>	<b>35,498</b>	<b>22,684</b>

## B2-3 Grants and contributions (continued)

### Unspent grants and contributions

Certain grants and contributions are obtained by Council on the condition they be spent in a specified manner or in a future period but which are not yet spent in accordance with those conditions are as follows:

\$ '000	Operating 2025	Operating 2024	Capital 2025	Capital 2024
<b>Unspent grants and contributions</b>				
Unspent funds at 1 July	5,011	5,523	9,558	8,751
<b>Add:</b> Funds recognised as revenue in the reporting year but not yet spent in accordance with the conditions	1,740	4,997	–	–
<b>Add:</b> Funds received and not recognised as revenue in the current year	–	–	3,375	5,617
<b>Less:</b> Funds recognised as revenue in previous years that have been spent during the reporting year	(4,050)	(5,509)	–	–
<b>Less:</b> Funds received in prior year but revenue recognised and funds spent in current year	–	–	(5,291)	(4,810)
<b>Unspent funds at 30 June</b>	<b>2,701</b>	<b>5,011</b>	<b>7,642</b>	<b>9,558</b>

### Material accounting policy information

#### Grants and contributions – enforceable agreement with sufficiently specific performance obligations

Grant and contribution revenue from an agreement which is enforceable and contains sufficiently specific performance obligations is recognised as or when control of each performance obligations is transferred.

The performance obligations vary according to the agreement but include evidence of the event taking place or satisfactory achievement of milestones. Payment terms vary depending on the terms of the grant, cash is received upfront for some grants and on the achievement of certain payment milestones for others.

Performance obligations may be satisfied either at a point in time or over time and this is reflected in the revenue recognition pattern. Point in time recognition occurs when the beneficiary obtains control of the goods / services at a single time (e.g. completion of the project when a report / outcome is provided), whereas over time recognition is where the control of the services is ongoing throughout the project (e.g. provision of community health services through the year).

Where control is transferred over time, generally the input methods being either costs or time incurred are deemed to be the most appropriate methods to reflect the transfer of benefit.

#### Capital grants

Capital grants received by Council under an enforceable contract for the acquisition or construction of infrastructure, property, plant and equipment to identified specifications which will be under Council's control on completion are recognised as revenue as and when the obligation to construct or purchase is completed.

For construction projects, this is generally as the construction progresses in accordance with costs incurred since this is deemed to be the most appropriate measure of the completeness of the construction project.

For acquisitions of assets, the revenue is recognised when the asset is acquired and controlled by the Council.

#### Developer contributions

Council has obligations to provide facilities from contribution revenues levied on developers under the provisions of sections 7.4, 7.11 and 7.12 of the *Environmental Planning and Assessment Act 1979* (EP&A Act).

While Council generally incorporates these amounts as part of a Development Consents Order, such developer contributions are only recognised as income upon receipt by Council, due to the possibility that individual development consents may not be acted upon by the applicant and, accordingly, would not be payable to Council.

Developer contributions may only be expended for the purposes for which the contributions were required, but Council may apply contributions according to the priorities established in work schedules for the contribution plan.

## B3 Costs of providing services

### B3-1 Employee benefits and on-costs

\$ '000	2025	2024
Salaries and wages	17,589	18,135
Employee termination costs (where material – other than vested leave paid)	81	13
Travel expenses	3	8
Employee leave entitlements (ELE)	3,024	2,051
Superannuation	2,460	2,284
Workers' compensation insurance	367	482
Fringe benefit tax (FBT)	140	100
Payroll tax	84	96
Training costs (other than salaries and wages)	38	55
Protective clothing	38	35
Other	133	127
<b>Total employee costs</b>	<b>23,957</b>	<b>23,386</b>
Less: capitalised costs	(2,515)	(2,338)
<b>Total employee costs expensed</b>	<b>21,442</b>	<b>21,048</b>

#### Material accounting policy information

Employee benefit expenses are recorded when the service has been provided by the employee.

All employees of the Council are entitled to benefits on retirement, disability or death. Council contributes to various defined benefit plans and defined contribution plans on behalf of its employees.

Contributions to defined contribution plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

Council participates in a defined benefit plan under Active Super, however, sufficient information to account for the plan as a defined benefit is not available and therefore Council accounts for its obligations to defined benefit plans on the same basis as its obligations to defined contribution plans, i.e. as an expense when it becomes payable – refer to Note E3-1 for more information.

## B3-2 Materials and services

\$ '000	Notes	2025	2024
Consultancy costs		32	36
Raw materials and consumables		14,252	24,222
Contractor costs		931	958
<b>Contractor and consultancy costs:</b>			
– Caravan park		194	225
– Contractor and consultancy costs (Centroc)		32	30
– Garbage collection contract		1,839	2,052
– Investment advisory service		12	10
Audit Fees	E2-1	98	90
Councillor and Mayoral fees and associated expenses	E1-2	303	228
Advertising		103	121
Bank charges		150	153
Cleaning		394	310
Computer software charges		776	914
Election expenses		184	–
Electricity and heating		2,215	1,938
Insurance		957	878
Postage		62	66
Printing and stationery		104	106
Street lighting		126	125
Telephone and communications		438	295
Valuation fees		116	85
Audit committee costs		59	58
Events & Marketing		73	26
Memberships & Subscriptions		308	324
Training Costs		293	266
Travel Expenses		320	288
Water licences		170	161
<b>Legal expenses:</b>			
– Legal expenses: planning and development		6	21
– Legal expenses: debt recovery		89	76
– Legal expenses: other		50	89
<b>Total materials and services</b>		<b>24,686</b>	<b>34,151</b>
Less: capitalised costs		(494)	(540)
<b>Total materials and services</b>		<b>24,192</b>	<b>33,611</b>

### Material accounting policy information

Expenses are recorded on an accruals basis as the council receives the goods or services.

### B3-3 Depreciation, amortisation and impairment of non-financial assets

\$ '000	Notes	2025	2024
<b>Depreciation and amortisation</b>			
Plant and equipment		2,105	1,362
Office equipment		624	400
Furniture and fittings		46	52
<b>Infrastructure:</b>			
– Buildings – non-specialised		2,743	1,046
– Buildings – specialised		–	1,547
– Roads		5,485	5,080
– Bridges		194	140
– Footpaths		227	214
– Stormwater drainage		312	294
– Water supply network		4,627	4,287
– Sewerage network		1,700	1,429
– Swimming pools		286	259
– Airport assets		422	413
– Other open space/recreational assets		1,424	1,204
<b>Other assets:</b>			
– Library books		77	69
<b>Reinstatement, rehabilitation and restoration assets:</b>			
– Tip assets	C3-5	51	47
Present Closure Obligation Assets		–	472
Intangible assets		–	236
<b>Total depreciation and amortisation costs</b>		<b>20,323</b>	<b>18,551</b>
<b>Total depreciation, amortisation and impairment for non-financial assets</b>		<b>20,323</b>	<b>18,551</b>

#### Material accounting policy information

##### Depreciation and amortisation

Depreciation and amortisation are calculated using the straight line method to allocate their cost, net of their residual values, over their estimated useful lives.

##### Impairment of non-financial assets

Intangible assets that have an indefinite useful life, or are not yet available for use, are tested annually for impairment, or more frequently if events or changes in circumstances indicate that they might be impaired. Other assets that do not meet the criteria above are tested for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

For the purposes of assessing impairment, assets are grouped at the lowest levels for which there are separately identifiable cash inflows that are largely independent of the cash inflows from other assets or groups of assets (cash-generating units). Non-financial assets that suffered an impairment are reviewed for possible reversal of the impairment at each reporting date.

Impairment losses for revalued assets are firstly offset against the amount in the revaluation surplus for the class of asset, with only the excess to be recognised in the Income Statement.

## B4 Performance against budget

### B4-1 Material budget variations

Council's original budget was adopted by the Council on 18 June 2024 and is not required to be audited. The original projections on which the budget was based have been affected by a number of factors. These include state and federal government decisions, including new grant programs, changing economic activity, environmental factors, and by decisions made by Council.

While these General Purpose Financial Statements include the original budget adopted by Council, the Act requires Council to review its financial budget on a quarterly basis, so it is able to manage the variation between actuals and budget that invariably occur during the year.

**Material variations of more than 10%** between original budget and actual results or where the variance is considered material by nature are explained below.

**Variation Key:** **F** = Favourable budget variation, **U** = Unfavourable budget variation.

\$ '000	2025 Budget	2025 Actual	2025 ----- Variance -----	
<b>Revenues</b>				
User charges and fees	12,157	14,202	2,045	17% <b>F</b>
Other revenues	1,769	1,370	(399)	(23)% <b>U</b>
Operating grants and contributions	13,770	13,955	185	1% <b>F</b>
Capital grants and contributions	20,869	35,498	14,629	70% <b>F</b>
Interest and investment revenue	1,080	2,147	1,067	99% <b>F</b>
Net gains from disposal of assets	1,500	1,498	(2)	0% <b>U</b>



## B4-1 Material budget variations (continued)

\$ '000	2025 Budget	2025 Actual	2025 ----- Variance -----	
<b>Expenses</b>				
Employee benefits and on-costs	19,063	21,442	(2,379)	(12)% U
Materials and services	21,380	24,192	(2,812)	(13)% U
Borrowing costs	644	1,046	(402)	(62)% U
Depreciation, amortisation and impairment of non-financial assets	18,352	20,323	(1,971)	(11)% U
<b>Statement of cash flows</b>				
Cash flows from operating activities	–	39,039	39,039	∞ F
Cash flows from investing activities	–	(42,121)	(42,121)	∞ U
Cash flows from financing activities	–	(729)	(729)	∞ U

## C Financial position

### C1 Assets we manage

#### C1-1 Cash and cash equivalents

\$ '000	2025	2024
<b>Cash assets</b>		
Cash on hand and at bank	<b>674</b>	10,210
Cash equivalent assets		
– Deposits at call	<b>15,800</b>	10,075
<b>Total cash and cash equivalents</b>	<b>16,474</b>	<b>20,285</b>

## C1-2 Financial investments

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
<b>Financial assets at fair value through the profit and loss</b>				
NCD's, FRN's (with maturities > 3 months)	1,016	3,542	–	4,554
<b>Total</b>	<b>1,016</b>	<b>3,542</b>	<b>–</b>	<b>4,554</b>
<b>Debt securities at amortised cost</b>				
Long term deposits	30,500	–	26,500	–
<b>Total</b>	<b>30,500</b>	<b>–</b>	<b>26,500</b>	<b>–</b>
<b>Total financial investments</b>	<b>31,516</b>	<b>3,542</b>	<b>26,500</b>	<b>4,554</b>

### Material accounting policy information

Financial instruments are recognised initially on the date that the Council becomes party to the contractual provisions of the instrument.

On initial recognition, all financial instruments are measured at fair value plus transaction costs (except for instruments measured at fair value through profit or loss where transaction costs are expensed as incurred).

#### Financial assets

All recognised financial assets are subsequently measured in their entirety at either amortised cost or fair value, depending on the classification of the financial assets.

#### Classification

On initial recognition, Council classifies its financial assets into the following categories – those measured at:

- amortised cost
- fair value through profit and loss (FVTPL)
- fair value through other comprehensive income – equity instrument (FVOCI-equity)

Financial assets are not reclassified subsequent to their initial recognition.

#### Amortised cost

Assets measured at amortised cost are financial assets where:

- the business model is to hold assets to collect contractual cash flows, and
- the contractual terms give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding.

Council's financial assets measured at amortised cost comprise trade and other receivables, term deposits and cash and cash equivalents in the Statement of Financial Position. Term deposits with an initial term of more than 3 months are classified as investments rather than cash and cash equivalents.

Subsequent to initial recognition, these assets are carried at amortised cost using the effective interest rate method less provision for impairment.

Interest income, impairment and gains or loss on de-recognition are recognised in profit or loss.

#### Financial assets through profit or loss

All financial assets not classified as measured at amortised cost or fair value through other comprehensive income as described above are measured at fair value through profit or loss.

Net gains or losses, including any interest or dividend income, are recognised in profit or loss. Council's financial assets measured at fair value through profit or loss comprise investments in FRNs and NCDs in the Statement of Financial Position.

### C1-3 Restricted and allocated cash, cash equivalents and investments

\$ '000	2025	2024
(a) Externally restricted cash, cash equivalents and investments		
<b>Total cash, cash equivalents and investments</b>	<b>51,532</b>	51,339
<b>Cash, cash equivalents and investments not subject to external restrictions</b>	<b>11,190</b>	<b>14,012</b>
<b>External restrictions</b>		
External restrictions included in cash, cash equivalents and investments above comprise:		
Specific purpose unexpended loans – sewer	650	–
Specific purpose unexpended grants – general fund	4,828	6,520
Specific purpose unexpended grants – water fund	2,164	3,038
Developer contributions – general	1,282	1,372
Developer contributions – water fund	6,942	5,349
Developer contributions – sewer fund	3,187	782
Specific purpose unexpended grants (recognised as revenue) – general fund	2,701	5,011
Water fund	7,065	4,237
Sewer fund	8,041	8,190
Domestic waste management	2,379	1,899
Stormwater Management	1,103	929
<b>Total external restrictions</b>	<b>40,342</b>	<b>37,327</b>

Cash, cash equivalents and investments subject to external restrictions are those which are only available for specific use by Council due to a restriction placed by legislation or third-party contractual agreement.

### C1-3 Restricted and allocated cash, cash equivalents and investments (continued)

\$ '000	2025	2024
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#### (b) Internal allocations

#### Cash, cash equivalents and investments not subject to external restrictions

<b>11,190</b>	<b>14,012</b>
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#### Internal allocations

At 30 June, Council has internally allocated funds to the following:

Employees leave entitlement	<b>2,716</b>	2,578
Town Improvement Fund	<b>819</b>	708
Unexpended Loan Funding	–	4,000
Special Infrastructure Fund	<b>378</b>	378
Advance Payment - Financial Assistance Grants (FAG's) - Local Roads Component	<b>1,476</b>	2,377
Advance Payment - Financial Assistance Grants (FAG's) - General Component	<b>3,032</b>	–
Parkes SES Unit Building	<b>1,665</b>	–
<b>Total internal allocations</b>	<b>10,086</b>	<b>10,041</b>

Cash, cash equivalents and investments not subject to external restrictions may be internally allocated by resolution or policy of the elected Council.

## C1-4 Receivables

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Rates and annual charges	4,240	–	3,883	–
User charges and fees	5,957	–	3,411	–
Accrued revenues				
– Interest on investments	353	–	246	–
Government grants and subsidies	239	–	340	–
Net GST receivable	350	–	339	–
Other debtors	272	–	507	–
<b>Total</b>	<b>11,411</b>	<b>–</b>	<b>8,726</b>	<b>–</b>
<b>Less: provision for impairment</b>				
Rates and annual charges	–	–	(341)	–
Interest and extra charges	(515)	–	(25)	–
User charges and fees	–	–	(145)	–
<b>Total provision for impairment – receivables</b>	<b>(515)</b>	<b>–</b>	<b>(511)</b>	<b>–</b>
<b>Total net receivables</b>	<b>10,896</b>	<b>–</b>	<b>8,215</b>	<b>–</b>

### Material accounting policy information

Receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less provision for impairment. Receivables are generally due for settlement within 30 days.

#### Impairment

Impairment of financial assets measured at amortised cost is recognised on an expected credit loss (ECL) basis.

When estimating ECL, Council considers reasonable and supportable information that is relevant and available without undue cost or effort. This includes both quantitative and qualitative information and analysis based on Council's historical experience and informed credit assessment, and including forward-looking information.

Council uses the simplified approach for trade receivables where the expected lifetime credit losses are recognised on day 1.

When considering the ECL for rates and annual charges debtors, Council takes into account that unpaid rates represent a charge against the rateable property that will be recovered when the property is next sold.

Credit losses are measured at the present value of the difference between the cash flows due to the entity in accordance with the contract, and the cash flows expected to be received. This is applied using a probability weighted approach.

Council writes off a receivable when there is information indicating that the debtor is in severe financial difficulty and there is no realistic prospect of recovery.

Where Council renegotiates the terms of receivables due from certain customers, the new expected cash flows are discounted at the original effective interest rate and any resulting difference to the carrying value is recognised in profit or loss.

## C2 Leasing activities

### C2-1 Council as a lessee

#### Leases at significantly below market value – concessionary / peppercorn leases

Council has a number of leases at significantly below market for land and buildings which are used for:

- community centres/groups
- cultural centre
- health services

The leases are generally between 1 and 5 years and require payments of a maximum amount of \$1,000 per year. The use of the right-to-use asset is restricted by the lessors to specified community services which Council must provide, these services are detailed in the leases.

None of the leases in place are individually material from a Statement of Financial Position or performance perspective.

### C2-2 Council as a lessor

#### Operating leases

Council leases out a number of properties for community groups and emergency services; these leases have been classified as operating leases for financial reporting purposes and the assets are included as IPP&E.

The amounts recognised in the Income Statement relating to operating leases where Council is a lessor are shown below:

\$ '000	2025	2024
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#### (i) Assets held as property, plant and equipment

Council provides operating leases on Council buildings for a variety of purposes including Commercial Buildings, Council Land, Aerodrome Hangers and Health Centres, the table below relates to operating leases on assets disclosed in C1-8.

Lease income	670	543
<b>Total income relating to operating leases for Council assets</b>	<b>670</b>	<b>543</b>

#### Amount of IPPE leased out by Council under operating leases

Buildings Specialised	–	13,147
Buildings Non-Specialised	–	7,290
Other Open Space/Recreational Assets	–	126
Operational Land	–	3,212
<b>Total amount of IPPE leased out by Council under operating leases</b>	<b>–</b>	<b>23,775</b>

#### Material accounting policy information

When Council is a lessor, the lease is classified as either an operating or finance lease at inception date, based on whether substantially all of the risks and rewards incidental to ownership of the asset have been transferred to the lessee. If the risks and rewards have been transferred then the lease is classified as a finance lease, otherwise it is an operating lease.

When Council has a sub-lease over an asset and is the intermediate lessor then the head lease and sub-lease are accounted for separately. The classification of the sub-lease is based on the right-of-use asset which arises from the head lease rather than the useful life of the underlying asset.

If the lease contains lease and non-lease components, the non-lease components are accounted for in accordance with AASB 15 *Revenue from Contracts with Customers*.

## C2-2 Council as a lessor (continued)

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The lease income is recognised on a straight-line basis over the lease term for an operating lease and as finance income using amortised cost basis for finance leases.



## C3 Liabilities of Council

### C3-1 Payables

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Goods and services – operating expenditure	4,193	–	1,915	–
Goods and services – capital expenditure	–	–	1,595	–
Accrued expenses:				
– Borrowings	132	–	143	–
– Salaries and wages	80	–	–	–
– Other expenditure accruals	33	–	72	–
Prepaid rates & receivables	920	–	765	–
Security bonds, deposits and retentions	631	–	288	–
<b>Total payables</b>	<b>5,989</b>	<b>–</b>	<b>4,778</b>	<b>–</b>

#### Material accounting policy information

Council measures all financial liabilities initially at fair value less transaction costs, subsequently financial liabilities are measured at amortised cost using the effective interest rate method.

Payables represent liabilities for goods and services provided to council prior to end of financial year that are unpaid. These amounts are unsecured and are usually paid within 30 days of recognition.

### C3-2 Contract Liabilities

\$ '000	Notes	2025 Current	2025 Non-current	2024 Current	2024 Non-current
<b>Grants and contributions received in advance:</b>					
Unexpended capital grants (to construct Council controlled assets)	(i)	7,642	–	9,558	–
<b>Total grants received in advance</b>		<b>7,642</b>	<b>–</b>	<b>9,558</b>	<b>–</b>
<b>Total contract liabilities</b>		<b>7,642</b>	<b>–</b>	<b>9,558</b>	<b>–</b>

#### Notes

(i) Council has received funding to construct assets including roads, community infrastructure & water infrastructure. The funds received are under an enforceable contract which require Council to construct an identified asset which will be under Council's control on completion. The revenue is recognised as Council constructs the asset and the contract liability reflects the funding received which cannot yet be recognised as revenue. The revenue is expected to be recognised in the next 12 months.

#### Revenue recognised that was included in the contract liability balance at the beginning of the period

\$ '000	2025	2024
<b>Grants and contributions received in advance:</b>		
Capital grants (to construct Council controlled assets)	–	4,810
<b>Total revenue recognised that was included in the contract liability balance at the beginning of the period</b>	<b>–</b>	<b>4,810</b>

### C3-2 Contract Liabilities (continued)

#### Significant changes in contract liabilities

Council's contract liabilities increased compared to the previous year. The grant funding currently recognised as a contract liability will be used to upgrade roads and construct community infrastructure.

Significant contract liabilities are associated with the following;

- Peak Hill & Baldry Road Upgrade (Fixing Local Roads)
- Bogan Road Extension (Federal Government - Remote Road Upgrade Pilot Program)
- Natural Disaster Road Improvements (Transport for NSW)
- Rose Street Housing Development (Resources for Regions)
- Flood Mitigation Works through Parkes CBD (Resources for Regions)
- Parkes Water Security - Stage 2 ( Department Planning, Industry & Environment)

The recognition of this income will occur once the performance obligations are satisfied.

#### Material accounting policy information

Contract liabilities are recorded when consideration is received from a customer / fund provider prior to Council transferring a good or service to the customer, Council presents the funds which exceed revenue recognised as a contract liability.

### C3-3 Borrowings

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Loans – secured <sup>1</sup>	4,765	15,270	728	20,036
<b>Total borrowings</b>	<b>4,765</b>	<b>15,270</b>	<b>728</b>	<b>20,036</b>

(1) Loans are secured over the general rating income of Council.

#### (a) Changes in liabilities arising from financing activities

\$ '000	2024		Non-cash movements			2025
	Opening Balance	Cash flows	Acquisition	Acquisition due to change in accounting policy	Other non-cash movement	Closing balance
Loans – secured	20,764	(729)	–	–	–	20,035
<b>Total liabilities from financing activities</b>	<b>20,764</b>	<b>(729)</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>20,035</b>

\$ '000	2023		Non-cash movements			2024
	Opening Balance	Cash flows	Acquisition	Acquisition due to change in accounting policy	Other non-cash movement	Closing balance
Loans – secured	17,482	3,282	–	–	–	20,764
<b>Total liabilities from financing activities</b>	<b>17,482</b>	<b>3,282</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>20,764</b>

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### C3-3 Borrowings (continued)

#### (b) Financing arrangements

\$ '000	2025	2024
<b>Total facilities</b>		
Total financing facilities available to Council at the reporting date are:		
Bank overdraft facilities <sup>1</sup>	100	100
Credit cards/purchase cards	150	150
<b>Total financing arrangements</b>	<b>250</b>	<b>250</b>
<b>Drawn facilities</b>		
Financing facilities drawn down at the reporting date are:		
– Credit cards/purchase cards	33	22
<b>Total drawn financing arrangements</b>	<b>33</b>	<b>22</b>
<b>Undrawn facilities</b>		
Undrawn financing facilities available to Council at the reporting date are:		
– Bank overdraft facilities	100	100
– Credit cards/purchase cards	117	128
<b>Total undrawn financing arrangements</b>	<b>217</b>	<b>228</b>

#### Additional financing arrangements information

##### Breaches and defaults

During the current and prior year, there were no defaults or breaches on any of the loans.

(1) The bank overdraft facility may be drawn at any time and may be terminated by the bank without notice.

#### Material accounting policy information

Council measures all financial liabilities initially at fair value less transaction costs, subsequently financial liabilities are measured at amortised cost using the effective interest rate method.

Fees paid on the establishment of loan facilities are recognised as transaction costs of the loan to the extent that it is probable that some or all of the facility will be drawn down.

Borrowings are removed from the Statement of Financial Position when the obligation specified in the contract is discharged, cancelled or expired. The difference between the carrying amount of a financial liability that has been extinguished or transferred to another party and the consideration paid, including any non-cash assets transferred or liabilities assumed, is recognised in other income or borrowing costs.

### C3-4 Employee benefit provisions

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Annual leave	1,539	–	1,536	–
Long service leave	3,313	288	3,173	276
RDO's & ELE WC On-Costs (Super & Workers Comp)	605	20	636	21
<b>Total employee benefit provisions</b>	<b>5,457</b>	<b>308</b>	<b>5,345</b>	<b>297</b>

### C3-4 Employee benefit provisions (continued)

#### Current employee benefit provisions not anticipated to be settled within the next twelve months

\$ '000	2025	2024
The following provisions, even though classified as current, are not expected to be settled in the next 12 months.		
Provisions – employees benefits	3,299	3,186
	<b>3,299</b>	<b>3,186</b>

#### Material accounting policy information

Employee benefit provisions are presented as current liabilities in the Statement of Financial Position if Council does not have an unconditional right to defer settlement for at least 12 months after the reporting date, regardless of when the actual settlement is expected to occur and therefore all annual leave and vested long service leave (or that which vests within 12 months) is presented as current.

#### Short-term obligations

Liabilities for wages and salaries (including non-monetary benefits, annual leave and accumulating sick leave expected to be wholly settled within 12 months after the end of the period in which the employees render the related service) are recognised in respect of employees' services up to the end of the reporting period and are measured at the amounts expected to be paid when the liabilities are settled. The liability for annual leave and accumulating sick leave is recognised in the provision for employee benefits. All other short-term employee benefit obligations are presented as payables.

#### Other long-term employee benefit obligations

The liability for long-service leave and annual leave that is not expected to be wholly settled within 12 months after the end of the period in which the employees render the related service is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the end of the reporting period using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures, and periods of service. Expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

#### On-costs

The employee benefit provisions include the aggregate on-cost liabilities that will arise when payment of current employee benefits is made in future periods.

These amounts include superannuation, payroll tax and workers compensation expenses which will be payable upon the future payment of certain leave liabilities which employees are entitled to at the reporting period.

### C3-5 Provisions

\$ '000	2025 Current	2025 Non-Current	2024 Current	2024 Non-Current
<b>Asset remediation/restoration:</b>				
Asset remediation/restoration (future works)	–	5,400	–	5,181
<b>Sub-total – asset remediation/restoration</b>	<b>–</b>	<b>5,400</b>	<b>–</b>	<b>5,181</b>
<b>Total provisions</b>	<b>–</b>	<b>5,400</b>	<b>–</b>	<b>5,181</b>

#### Movements in provisions

\$ '000	Other provisions	
	Asset remediation	Total
<b>2025</b>		
At beginning of year	5,181	5,181
Present Closure Obligation (Assets)	219	219
<b>Total</b>	<b>5,400</b>	<b>5,400</b>
<b>2024</b>		

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### C3-5 Provisions (continued)

\$ '000	Other provisions	
	Asset remediation	Total
At beginning of year	5,827	5,827
Unwinding of discount	212	212
Present Closure Obligation (Assets)	(858)	(858)
<b>Total</b>	<b>5,181</b>	<b>5,181</b>

#### Nature and purpose of provisions

##### Asset remediation

Council has a legal/public obligation to make, restore, rehabilitate and reinstate the council tip and quarry.

##### Material accounting policy information

Provisions are recognised when Council has a present legal or constructive obligation as a result of past events, it is probable that an outflow of resources will be required to settle the obligation, and the amount has been reliably estimated.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

Provisions are measured at the present value of management's best estimate of the expenditure required to settle the present obligation at the reporting date. The discount rate used to determine the present value reflects current market assessments of the time value of money and the risks specific to the liability. The increase in the provision due to the passage of time is recognised as interest expense.

##### Asset remediation – tips and quarries

Close-down and restoration costs include the dismantling and demolition of infrastructure, and the removal of residual materials and remediation of disturbed areas. Estimated close-down and restoration costs are provided for in the accounting period when the obligation arising from the related disturbance occurs, whether this occurs during the development or during the operation phase, based on the net present value of estimated future costs. Provisions for close-down and restoration costs do not include any additional obligations which are expected to arise from future disturbance. The cost estimates are calculated annually during the life of the operation to reflect known developments, e.g. updated cost estimates and revisions to the estimated lives of operations, and are subject to formal review at regular intervals.

The ultimate cost of environmental remediation is uncertain and cost estimates can vary in response to many factors, including changes to the relevant legal requirements, the emergence of new restoration techniques, or experience at other locations. The expected timing of expenditure can also change, for example in response to changes in quarry reserves or production rates. As a result, there could be significant adjustments to the provision for close down and restoration and environmental clean-up, which would affect future financial results.

Other movements in the provisions for close-down and restoration costs, including those resulting from new disturbance, updated cost estimates, changes to the estimated lives of operations, and revisions to discount rates, are capitalised within infrastructure, property, plant and equipment. These costs are then depreciated over the lives of the assets to which they relate.

## D Risks and accounting uncertainties

### D1-1 Risks relating to financial instruments held

Council's overall risk management program focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Council.

Council's objective is to maximise its return on cash and investments whilst maintaining an adequate level of liquidity and preserving capital. The finance team manages the cash and Investments portfolio with the assistance of independent advisors. Council has an investment policy which complies with the s 625 of the Act and the Ministerial Investment Order. The policy is regularly reviewed by Council and a monthly investment report is provided to Council setting out the make-up performance of the portfolio as required by local government regulations.

Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance team under policies approved by the Councillors.

The fair value of Council's financial assets and financial liabilities approximates their carrying amount.

The risks associated with the financial instruments held are:

- interest rate risk – the risk that movements in interest rates could affect returns
- liquidity risk – the risk that Council will not be able to pay its debts as and when they fall due.
- credit risk – the risk that a contracting entity will not complete its obligations under a financial instrument, resulting in a financial loss to the Council.

Council manages these risks by diversifying its portfolio and only purchasing investments with high credit ratings or capital guarantees. Council also seeks advice from independent advisers before placing any cash and investments.

#### (a) Market risk – interest rate and price risk

\$ '000	2025	2024
The impact on the result for the year and equity of a reasonably possible movement in the price of investments held and interest rates is shown below. The reasonably possible movements were determined based on historical movements and economic conditions in place at the reporting date.		
Impact of a 1% movement in interest rates		
– Equity / Income Statement	204	146
Impact of a 10% movement in price of investments		
– Equity / Income Statement	456	455

#### (b) Credit risk

Council's major receivables comprise (i) rates and annual charges and (ii) user charges and fees.

The major risk associated with these receivables is credit risk - the risk that debts due and payable to Council may not be repaid in full.

Council manages the credit risk associated with these receivables by monitoring outstanding debt and employing stringent debt recovery procedures.

Credit risk on rates and annual charges is minimised by the ability of Council to secure a charge over the land relating to the debts - that is, the land can be sold to recover the debt. Council is also able to charge interest on overdue rates and annual charges at higher than market rates which further encourages the payment of debt.

There are no significant concentrations of credit risk, whether through exposure to individual customers, specific industry sectors and/or regions.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

Council makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

### D1-1 Risks relating to financial instruments held (continued)

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There are no material receivables that have been subjected to a re-negotiation of repayment terms.

## D1-1 Risks relating to financial instruments held (continued)

### Credit risk profile

#### Receivables – rates and annual charges

Credit risk on rates and annual charges is minimised by the ability of Council to recover these debts as a secured charge over the land; that is, the land can be sold to recover the debt. Council is also able to charge interest on overdue rates and annual charges at higher than market rates which further encourages payment.

\$ '000	Not yet overdue	overdue rates and annual charges		Total
		< 5 years	≥ 5 years	
<b>2025</b>				
Gross carrying amount	4,240	–	–	4,240
<b>2024</b>				
Gross carrying amount	1,424	2,226	233	3,883

#### Receivables - non-rates and annual charges and contract assets

Council applies the simplified approach for non-rates and annual charges debtors and contract assets to provide for expected credit losses, which permits the use of the lifetime expected loss provision at inception. To measure the expected credit losses, non-rates and annual charges debtors and contract assets have been grouped based on shared credit risk characteristics and the days past due.

The loss allowance provision is determined as follows. The expected credit losses incorporate forward-looking information.

\$ '000	Not yet overdue	0 - 30 days	Overdue debts			Total
			31 - 60 days	61 - 90 days	> 91 days	
<b>2025</b>						
Gross carrying amount	7,171	–	–	–	–	7,171
Expected loss rate (%)	0.00%	0.00%	0.00%	5.75%	20.40%	0.00%
<b>ECL provision</b>	–	–	–	–	–	–
<b>2024</b>						
Gross carrying amount	5,631	16	37	39	822	6,545
Expected loss rate (%)	0.00%	0.00%	0.00%	5.75%	20.40%	2.60%
<b>ECL provision</b>	–	–	–	2	168	170



## D1-1 Risks relating to financial instruments held (continued)

### (c) Liquidity risk

Payables, lease liabilities and borrowings are both subject to liquidity risk; that is, the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due.

Council manages this risk by monitoring its cash flow requirements and liquidity levels, and by maintaining an adequate cash buffer. Payment terms can be extended, and overdraft facilities drawn upon in extenuating circumstances.

Borrowings are also subject to interest rate risk: the risk that movements in interest rates could adversely affect funding costs. Council manages this risk through diversification of borrowing types, maturities and interest rate structures.

The finance team regularly reviews interest rate movements to determine if it would be advantageous to refinance or renegotiate part or all of the loan portfolio.

The timing of cash flows presented in the table below to settle financial liabilities reflects the earliest contractual settlement dates. The timing of expected outflows is not expected to be materially different from contracted cashflows.

The amounts disclosed in the table are the undiscounted contracted cash flows for non-lease liabilities (refer to Note C2-1(b) for lease liabilities) and therefore the balances in the table may not equal the balances in the Statement of Financial Position due to the effect of discounting.

\$ '000	Weighted average interest rate	Subject to no maturity	≤ 1 Year	payable in: 1 - 5 Years	> 5 Years	Total cash outflows	Actual carrying values
<b>2025</b>							
Payables	0.00%	631	–	–	–	631	5,989
Borrowings	0.00%	–	–	–	–	–	20,035
<b>Total financial liabilities</b>		<b>631</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>631</b>	<b>26,024</b>
<b>2024</b>							
Payables	0.00%	288	4,490	–	–	4,778	4,778
Borrowings	4.08%	–	1,566	14,830	9,711	26,107	20,764
<b>Total financial liabilities</b>		<b>288</b>	<b>6,056</b>	<b>14,830</b>	<b>9,711</b>	<b>30,885</b>	<b>25,542</b>

### Loan agreement breaches

There were no breaches to loan agreements during the reporting period.

## D2-1 Contingencies

The following assets and liabilities do not qualify for recognition in the Statement of Financial Position, but their knowledge and disclosure is considered relevant to the users of Council's financial report.

### LIABILITIES NOT RECOGNISED

#### 1. Guarantees

##### (i) Defined benefit superannuation contribution plans

Council is party to an Industry Defined Benefit Plan under Active Super – Pool B (the Scheme) which is a defined benefit plan that has been deemed to be a 'multi-employer fund' for purposes of AASB 119 *Employee Benefits* for the following reasons:

- Assets are not segregated within the sub-group according to the employees of each sponsoring employer.
- The contribution rates have been the same for all sponsoring employers. That is, contribution rates have not varied for each sponsoring employer according to the experience relating to the employees of that sponsoring employer.
- Benefits for employees of all sponsoring employers are determined according to the same formula and without regard to the sponsoring employer.
- The same actuarial assumptions are currently used in respect of the employees of each sponsoring employer.

Given the factors above, each sponsoring employer is exposed to the actuarial risks associated with current and former employees of other sponsoring employers, and hence shares in the associated gains and losses (to the extent that they are not borne by members).

*Description of the funding arrangements.*

Pooled Employers are required to pay future service employer contributions and past service employer contributions to the Fund.

The future service employer contributions were determined using the new entrant rate method under which a contribution rate sufficient to fund the total benefits over the working life-time of a typical new entrant is calculated. The current future service employer contribution rates are:

Division B	1.9 times member contributions for non-180 Point Members; Nil for 180 Point Members*
Division C	2.5% salaries
Division D	1.64 times member contributions

\* For 180 Point Members, Employers are required to contribute 9.0% of salaries for the year ending 30 June 2025 (increasing to 9.5% in line with the increase in the Superannuation Guarantee) to these members' accumulation accounts, which are paid in addition to members' defined benefits.

The past service contribution for each Pooled Employer is a share of the total past service contributions of \$20.0 million per annum for 1 January 2024 to 31 December 2025, apportioned according to each employer's share of the accrued liabilities as at 30 June 2024. These past service contributions are used to maintain the adequacy of the funding position for the accrued liabilities.

The adequacy of contributions is assessed at each triennial actuarial investigation and monitored annually between triennials.

*Description of the extent to which Council can be liable to the plan for other Council's obligations under the terms and conditions of the multi-employer plan*

As stated above, each sponsoring employer is exposed to the actuarial risks associated with current and former employees of other sponsoring employers and hence shares in the associated gains and losses.

However, there is no relief under the Fund's trust deed for employers to walk away from their defined benefit obligations. Under limited circumstances, an employer may withdraw from the plan when there are no active members, on full payment of outstanding past service contributions. There is no provision for allocation of any surplus which may be present at the date of withdrawal of the Council.

There are no specific provisions under the Fund's trust deed dealing with deficits or surplus on wind-up.

There is no provision for allocation of any surplus which may be present at the date of withdrawal of an employer.

The amount of Council employer contributions to the defined benefit section of the Local Government Superannuation Scheme and recognised as an expense for the year ending 30 June 2025 was \$XXX,XXX.XX. The last valuation of the Scheme was performed by fund actuary, Richard Boyfield, FIAA as at 30 June 2024.

Council's expected contribution to the plan for the next annual reporting period is \$XXX,XXX.XX

The estimated employer reserves financial position for the Pooled Employers at 30 June 2025 is:

continued on next page

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## D2-1 Contingencies (continued)

Employer reserves only *	\$millions	Asset Coverage
Assets	2,237.5	
Past Service Liabilities	2,141.9	104.5%
Vested Benefits	2,159.8	103.6%

\* excluding member accounts and reserves in both assets and liabilities.

The share of any funding surplus or deficit that can be attributed to Council is .XX% as at 30 June 2025.

Council's share of that deficiency cannot be accurately calculated as the Scheme is a mutual arrangement where assets and liabilities are pooled together for all member councils. For this reason, no liability for the deficiency has been recognised in Council's accounts. Council has a possible obligation that may arise should the Scheme require immediate payment to correct the deficiency.

The key economic long term assumptions used to calculate the present value of accrued benefits are:

Investment return	6.0% per annum
Salary inflation	3.5% per annum
Increase in CPI	3.5% for FY 24/25 2.5% per annum thereafter

The contribution requirements may vary from the current rates if the overall sub-group experience is not in line with the actuarial assumptions in determining the funding program; however, any adjustment to the funding program would be the same for all sponsoring employers in the Pooled Employers group.

Please note that the estimated employer reserves financial position above is a preliminary calculation, and once all the relevant information has been received by the Funds Actuary, the final end of year review, which will be completed by December 2025.

### (ii) StateCover Limited

Council is a member of StateCover Mutual Limited and holds a partly paid share in the entity.

StateCover is a company providing workers compensation insurance cover to the NSW local government industry and specifically Council.

Council has a contingent liability to contribute further equity in the event of the erosion of the company's capital base as a result of the company's past performance and/or claims experience or as a result of any increased prudential requirements from APRA.

These future equity contributions would be required to maintain the company's minimum level of net assets in accordance with its licence requirements.

### (iii) CivicRisk Mutual Limited (CRML)

Council is a member of CivicRisk Mutual, a mutual pool scheme providing liability insurance to local government. Membership includes the potential to share in either the net assets or liabilities of the fund depending on its past performance.

Council's share of the net assets or liabilities reflects Council's contributions to the pool and the result of insurance claims within each of the fund years.

The future realisation and finalisation of claims incurred but not reported to 30 June this year may result in future liabilities or benefits as a result of past events that Council will be required to fund or share in respectively.

### (iv) Other guarantees

Council has provided no other guarantees other than those listed above.

## 2. Other liabilities

### (i) Third party claims

The Council is involved from time to time in various claims incidental to the ordinary course of business including claims for damages relating to its services.

## D2-1 Contingencies (continued)

Council believes that it is appropriately covered for all claims through its insurance coverage and does not expect any material liabilities to eventuate.

### (ii) Potential land acquisitions due to planning restrictions imposed by Council

Council has classified a number of privately owned land parcels as local open space or bushland.

As a result, where notified in writing by the various owners, Council will be required to purchase these land parcels.

At reporting date, reliable estimates as to the value of any potential liability (and subsequent land asset) from such potential acquisitions has not been possible.

## ASSETS NOT RECOGNISED

### (i) Land under roads

As permitted under AASB 1051, Council has elected not to bring to account land under roads that it owned or controlled up to and including 30/6/08.

### (ii) Infringement notices/fines

Fines and penalty income, the result of Council issuing infringement notices is followed up and collected by the Infringement Processing Bureau.

Council's revenue recognition policy for such income is to account for it as revenue on receipt.

Accordingly, at year end, there is a potential asset due to Council representing issued but unpaid infringement notices.

Due to the limited information available on the status, value and duration of outstanding notices, Council is unable to determine the value of outstanding income.

## E People and relationships

### E1 Related party disclosures

#### E1-1 Key management personnel (KMP)

The aggregate amount of KMP compensation included in the Income Statement is:

\$ '000	2025	2024
<b>Compensation:</b>		
Short-term benefits	1,057	1,051
Post-employment benefits	120	115
Other long-term benefits	122	121
<b>Total</b>	<b>1,299</b>	<b>1,287</b>

#### Other transactions with KMP and their related parties

Council has determined that transactions at arm's length between KMP and Council as part of Council delivering a public service objective (e.g. access to library or Council swimming pool by KMP) will not be disclosed.

Nature of the transaction	Ref	Transactions during the year	Outstanding balances including commitments	Terms and conditions	Impairment provision on outstanding balances	Impairment expense
<b>2025</b>						
Supplier of Goods	1	59	–	Normal payment terms in accordance with council's procurement process (270 transactions)	–	–
<b>2024</b>						
Lease		–	–	Property maintenance as required and annual payment of council rates and building insurance premium	–	–
Supplier of Goods	1	–	–	Normal payment terms in accordance with council's procurement process (Nil transactions) - Councillor didn't seek re-election.	–	–
Supplier of Goods	1	83	–	Normal payment terms in accordance with council's procurement process (259 transactions)	–	–

continued on next page

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### E1-1 Key management personnel (KMP) (continued)

Nature of the transaction			Outstanding balances including commitments	Terms and conditions	Impairment provision on outstanding balances	Impairment expense
\$ '000	Ref	Transactions during the year				
Supplier of Services	3	–	–	Normal payment terms in accordance with council's procurement process (Nil transactions) - Councillor didn't seek re-election.	–	–

1 Parkes Stationary and Office Supplies is a company on Council's Preferred Supplier List as a company to supply Stationery and Office Furniture on an as required basis. The company is jointly owned by a Council KMP and a close family member.

## E1-2 Councillor and Mayoral fees and associated expenses

\$ '000	2025	2024
---------	------	------

The aggregate amount of Councillor and Mayoral fees and associated expenses included in materials and services expenses in the Income Statement are:

Mayoral fee	35	38
Councillors' fees	199	131
Other Councillors' expenses (including Mayor)	69	59
<b>Total</b>	<b>303</b>	<b>228</b>

## E2 Other relationships

### E2-1 Audit fees

\$ '000	2025	2024
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During the year, the following fees were incurred for services provided by the auditor of Council, related practices and non-related audit firms

#### Auditors of the Council - NSW Auditor-General:

##### (i) Audit and other assurance services

Audit and review of financial statements	98	90
--	----	----

<b>Remuneration for audit and other assurance services</b>	<b>98</b>	<b>90</b>
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<b>Total Auditor-General remuneration</b>	<b>98</b>	<b>90</b>
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<b>Total audit fees</b>	<b>98</b>	<b>90</b>
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## F Other matters

### F1-1 Statement of Cash Flows information

#### Reconciliation of Operating Result to cash provided from operating activities

\$ '000	2025	2024
<b>Net operating result from Income Statement</b>	<b>32,199</b>	24,753
<b>Add / (less) non-cash items:</b>		
Depreciation and amortisation	20,323	18,551
(Gain) / loss on disposal of assets	(1,498)	2,904
Non-cash capital grants and contributions	(12,105)	–
Losses/(gains) recognised on fair value re-measurements through the P&L: – Investments classified as 'at fair value' or 'held for trading'	(4)	(28)
Unwinding of discount rates on reinstatement provisions	–	212
<b>Movements in operating assets and liabilities and other cash items:</b>		
(Increase) / decrease of receivables	(2,685)	9,583
Increase / (decrease) in provision for impairment of receivables	4	46
(Increase) / decrease of inventories	2	(23)
(Increase) / decrease of other current assets	(131)	(78)
(Increase) / decrease of contract asset	1,702	(581)
Increase / (decrease) in payables	2,278	(1,973)
Increase / (decrease) in accrued interest payable	(11)	12
Increase / (decrease) in other accrued expenses payable	41	(460)
Increase / (decrease) in other liabilities	498	160
Increase / (decrease) in contract liabilities	(1,916)	807
Increase / (decrease) in employee benefit provision	123	481
Increase / (decrease) in other provisions	219	(858)
<b>Net cash flows from operating activities</b>	<b>39,039</b>	53,508



## F2-1 Commitments

### Capital commitments (exclusive of GST)

\$ '000	2025	2024
Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:		
<b>Property, plant and equipment</b>		
Buildings	157	121
Plant and equipment	732	1,101
Transport (Roads, Footpaths & Street Lighting)	797	1,526
Water	348	3,648
Drainage	19	72
Open Space & Recreation	80	334
Land	136	111
Swimming Pools	–	45
Other - Economic Affairs	5	91
Sewer	776	510
Waste Management	92	–
<b>Total commitments</b>	<b>3,142</b>	<b>7,559</b>

### Details of capital commitments

Capital commitments for at the reporting date but not recognised in the financial statements as liabilities included works on Parkes CBD Flood Mitigation works, Land Development, Plant Replacement Program, Road & Bridge Upgrades, New Parkes SES Building, Sewer Construction & Water Security Projects.

### F3-1 Events occurring after the reporting date

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No matters or circumstances have arisen since the end of the financial year which significantly affected the results of the council.

## F4 Statement of developer contributions

### F4-1 Summary of developer contributions

	Opening balance at 1 July 2024	Contributions received during the year			Interest and investment income earned	Amounts expended	Internal borrowings	Held as restricted asset at 30 June 2025	Cumulative balance of internal borrowings (to)/from
\$ '000		Cash	Non-cash Land	Non-cash Other					
<b>S7.12 levies – under a plan</b>	1,372	260	–	–	30	(379)	–	1,282	–
<b>Total S7.11 and S7.12 revenue under plans</b>	1,372	260	–	–	30	(379)	–	1,282	–
S64 contributions	6,131	3,738	–	–	260	–	–	10,129	–
<b>Total contributions</b>	<b>7,503</b>	<b>3,998</b>	<b>–</b>	<b>–</b>	<b>290</b>	<b>(379)</b>	<b>–</b>	<b>11,411</b>	<b>–</b>

Under the *Environmental Planning and Assessment Act 1979*, local infrastructure contributions, also known as developer contributions, are charged by councils when new development occurs. They help fund infrastructure like parks, community facilities, local roads, footpaths, stormwater drainage and traffic management. It is possible that the funds contributed may be less than the cost of this infrastructure, requiring Council to borrow or use general revenue to fund the difference.

### S7.12 Levies – under a plan

	Opening balance at 1 July 2024	Contributions received during the year			Interest and investment income earned	Amounts expended	Internal borrowings	Held as restricted asset at 30 June 2025	Cumulative balance of internal borrowings (to)/from
\$ '000		Cash	Non-cash Land	Non-cash Other					
<b>CONTRIBUTION PLAN NUMBER S94A - Established 5 August 2016</b>									
Active Movement	522	78	–	–	8	–	(260)	348	–
Community facilities	240	52	–	–	7	–	–	298	–
Parking	69	52	–	–	–	(379)	260	2	–
Open space	541	78	–	–	15	–	–	634	–
<b>Total</b>	<b>1,372</b>	<b>260</b>	<b>–</b>	<b>–</b>	<b>30</b>	<b>(379)</b>	<b>–</b>	<b>1,282</b>	<b>–</b>

**End of the audited financial statements**

## Parkes Shire Council

### General Purpose Financial Statements

for the year ended 30 June 2025

#### Independent Auditor's Reports:

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On the Financial Statements (Sect 417 [2])

#### **Independent Auditor's Report**

Please uplift Council's Audit Report PDF (opinion) for inclusion in the GPFS report (via the Home screen).

## Parkes Shire Council

### General Purpose Financial Statements

for the year ended 30 June 2025

### Independent Auditor's Reports: (continued)

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#### On the Financial Statements (Sect 417 [3])

#### **Independent Auditor's Report**

Please uplift Council's Audit Report PDF (commentary) for inclusion in the GPFS report (via the Home screen).

### 13.3 INVESTMENTS AND BORROWINGS REPORT AS AT 31 JULY 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:** Kent Boyd PSM, General Manager

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

#### RECOMMENDATION

That Council:

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

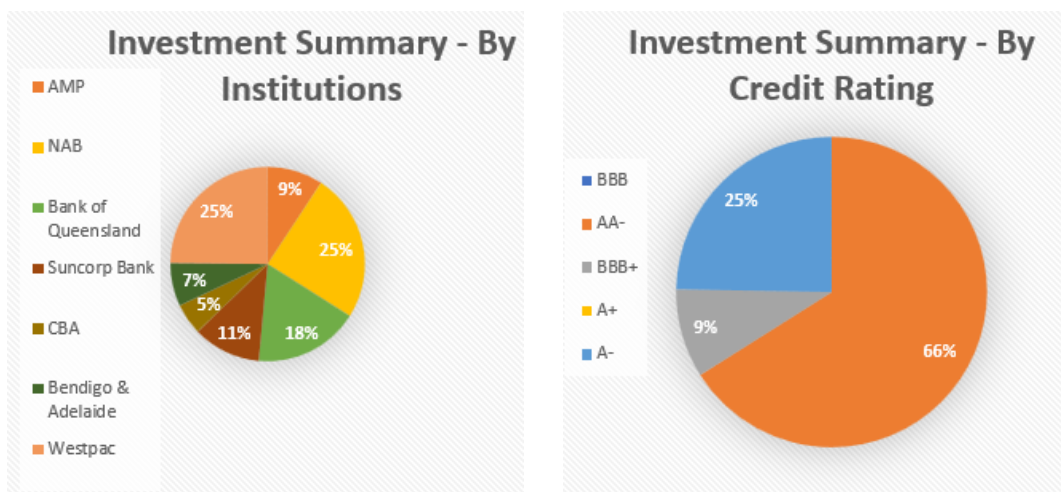
#### BACKGROUND

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 July 2025 stands at \$48,584,821 and the principal outstanding on council's borrowings at \$20,035,339. Council's investments decreased by \$3.18 million during July due to an increase in cash outflows associated with ongoing operational and capital expenditure.

On 31 July 2025, Council's investment portfolio continues to yield 4.97 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 July, 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 July 2025.



Parkes Shire Council Investment Register as at 31 July 2025						
ADI/Issuer	Rating	Investment Type	Principal	Yield	Settlement Date	Maturity Date
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 Bank	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 Bank	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
NAB	AA-	Term Deposit	500,000	4.15	22/07/2025	19/12/2025
AMP	BBB+	Term Deposit	2,000,000	4.25	15/07/2025	15/01/2026
Bendigo & Adelaide	A-	Term Deposit	1,500,000	4.19	17/07/2025	19/01/2026
Bank of Queensland	A-	Term Deposit	1,500,000	4.34	19/05/2025	19/01/2026
Suncorp Bank	AA-	Term Deposit	1,500,000	4.41	19/06/2025	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
Suncorp Bank	AA-	Term Deposit	1,500,000	4.41	19/06/2025	19/02/2025
Suncorp Bank	AA-	Term Deposit	500,000	4.41	19/06/2025	19/02/2026
NAB	AA-	Term Deposit	2,000,000	4.20	21/07/2025	27/02/2026
NAB	AA-	Term Deposit	3,000,000	4.10	30/06/2025	29/05/2026
CBA	AA-	Floating Rate Note (Fixed)	1,019,510	4.20	18/08/2022	18/08/2025
Bank of Queensland	A-	Floating Rate Note	2,005,180	4.99	21/04/2022	29/10/2025
CBA	AA-	Floating Rate Note	1,509,315	4.74	11/01/2022	14/01/2027
Westpac	AA-	Cash at Call - Main	550,811	At Call		
Westpac	AA-	Cash at Call - Maxi	11,500,005	At Call		
<b>Total</b>			<b>48,584,821</b>			

Investment Balances by Type			
Term Deposit	32,000,000		
Floating Rate Note	4,534,005	36,534,005	Investments
Cash at Call - Main	550,811		
Cash at Call - Maxi	11,500,005	12,050,816	Cash
<b>Total Balance - 31/07/2025</b>	<b>48,584,821</b>		

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

Signed: Jaco Barnard

Parkes Shire Council Loan Register as at 31 July 2025							
Borrower (by Purpose)	Lender	System Loan No.	Loan Term Years	Date of Maturity	Interest Rate	Original Amount Borrowed \$	Principal Outstanding as 31 July 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	389,612.65
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>10,534,116.09</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>20,035,338.89</b>

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

### 14.1 MAJOR PROJECTS AND CURRENT WORKS - CUSTOMER, CORPORATE SERVICES & ECONOMY - JUNE 2025.

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

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

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

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

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

**Annexures:** A. Major Projects - DCCSE - July 2025 [↓](#)

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#### RECOMMENDATION

That Council:

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

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#### BACKGROUND

A monthly status report of Major Projects within Parkes Shire Council's Customer, Corporate Services and Economy Department is tabled to keep Council abreast of projects being undertaken across the Parkes Shire.

#### ISSUES AND COMMENTARY

This report presents an update on the current major projects within the Parkes Shire being managed or undertaken by Council's Customer, Corporate Services and Economy Directorate. The report outlines work that has been carried out over the past month, together with work to be done in the next month, and is provided for the information of Councillors.

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

*Projects listed include:*

1. Parkes Elvis Festival (PEF) 2026
2. The Community Improvement District (CID) Pilot Program
3. CiA Live Corporate Software System Upgrade.
4. Fresh Start Program – New Cadets, Apprentices and Trainees

#### LEGISLATIVE AND POLICY CONTEXT

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

#### FINANCIAL IMPLICATIONS

Projects have been allocated funding either from grants or Council funds as provided in the Operational Budget and indicated in the report.

**RISK IMPLICATIONS**

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

**COMMUNITY CONSULTATION**

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

**Customer Corporate Services and Economy**  
Major Projects & Current Works - June 2025


Parkes Elvis Festival (PEF) 2026						
	Budget	This month	Total to date	Pipeline / Commitments	Estimated total when works complete	
Income	\$852,782*	0.00	0.00	425,000	\$1,093,457	
Expenses	\$1,352,544	7,463.64	29,745.46	250,797.39	\$1,352,544	
* Original 2025/2026 income budget of 852,782 projecting a budgeted loss of \$499,000. Current projected loss is estimated at \$259,087.						
Project Status (RAG - Report):	Critical (Red) / At Risk (Amber) / On Track (Green)					
	Scope	Budget	Schedule	Resources	Risks	Benefits
Project Details						
<p>The Parkes Elvis Festival 2026 is a major cultural celebration that honours Elvis Presley’s legacy while delivering substantial economic and community benefits to the region. Drawing thousands of visitors annually, the festival boosts local tourism and business activity through a diverse program of performances, competitions, workshops, and community events. Its success relies on strong stakeholder engagement, including sponsors, local businesses, artists, and government bodies, alongside a strategic marketing plan aimed at maximizing audience reach through digital and media channels.</p> <p>Operational excellence is central to the festival’s delivery, encompassing logistics, venue management, licensing, and risk mitigation. Coordinated event execution ensures smooth scheduling and staffing, while post-event evaluation provides insights for future improvements. Key outcomes include a vibrant and inclusive program, secured partnerships, effective marketing, and a comprehensive post-event report. The festival not only enhances regional tourism and economic growth but also strengthens cultural identity and community spirit. A wide network of stakeholders—from volunteers, council staff and attendees—plays a vital role in shaping the festival’s enduring success.</p>						
Task Completed						
<ul style="list-style-type: none"><li>Strategic Theme Selected: "Love Me Tender" confirmed as the official 2026 Festival theme, guiding program, brand, and marketing development.</li><li>Stakeholder Debriefs Completed: Post-PEF 2025 debriefs held with major sponsors, delivery partners, and internal teams to inform planning and improvements.</li><li>Project Governance Activated</li><li>Internal Improvement Actions Underway: High-priority recommendations from the Elvis Festival Review are being integrated into delivery planning</li><li>Festival Program Framework Initiated: Over 20 artist and performances currently in the pipeline</li><li>Stakeholder Engagement Initiated: Portfolio Holders, NSW Trainlink, venue managers</li><li>Detailed budget and financial plan developed</li><li>DNSW Event Investment Proposal Submitted</li><li>Sponsorship and Partnership Strategy PEF 2026 developed</li><li>Develop a marketing and promotion strategy</li><li>Procurement workflow</li><li>PEF Website live on 1 July 2025</li></ul>						
<ul style="list-style-type: none"><li>Created a Sponsorship and Funding Prospectus</li></ul>						
Tasks forecast to be completed (next steps: 1 month)						
<ul style="list-style-type: none"><li>Risk management and safety planning</li><li>Volunteer Program Strategy</li><li>Submit permit and licence applications</li><li>Programming finalised</li></ul>						
Current Works						
<p>The team has been working hard to ensure that plans and programming is well advanced. The ETA headline acts have been secured to perform at the Parkes Leagues Club and an additional significant</p>						

**Customer Corporate Services and Economy**  
Major Projects & Current Works - June 2025



Australian artist has been engaged to be recognised at the Wall of Fame ceremony, followed by an exclusive signature concert afterwards. Key festival pieces including advanced production, lighting, audio, sets and stage crew have all been secured. The programming for the Cooke Park Main Stage, Memphis Stage, The Little Theatre and Parkes Leagues Club is well advanced into the planning stages. Several key contracts are in place and financial commitments have been approved.

Council managed temporary caravan parking areas are now on sale and are heavily booked. Other sites, not managed by the Elvis team include the Parkes Showground, which has already been sold out and Council's Spicer caravan park site, which is also well booked. Other venues, such as bowling clubs and the Bushman's Motor Inn, have already begun their event ticket sales. However, sales for tickets for the Services Club shows will go on sale alongside Council's feature shows.

The [PEF website](#) is now live with registrations for our competitions, market stalls and street parade open for the community. Volunteers can also now register through the PEF Website.

The PEF train activation is due to come online in the coming months, and other activations including Miss Picilla Dinner, Poets Breakfast and Renewal of Vows are also well advanced into the planning stages.

Additional areas of activation being considered include a new "family fun zone" in Cooke Park, extended trading hours of the Memphis stage into the evening and the reactivation of Church Street to potentially include market stalls and additional food and drink offerings for the festival goers.

The official launch date was moved to Friday 19 September to accommodate potential attendance by NSW Ministers. At this time an announcement will be made regarding the key festival components including the feature artists, the Wall of Fame inductee, and other new activations.

The project schedule continues to face significant pressure due to ongoing workforce constraints and extended staff absences.

**Progress Photos – Elvis Festival Web Site**





**Customer Corporate Services and Economy**  
Major Projects & Current Works - June 2025



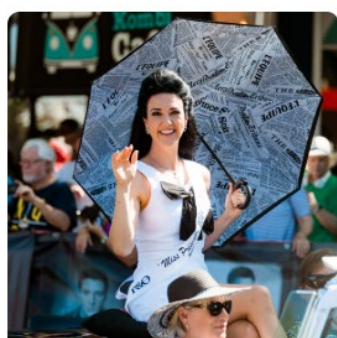
**BUSKING  
CHAMPIONSHIPS**



**ROCK 'N' ROLL  
DANCING**



**PHOTOGRAPHY  
COMPETITION**



**MISS PRISCILLA  
COMPETITION**



**TRIBUTE TO ELVIS  
COMPETITIONS**



**EVOLUTION MINING  
NORTH PARKES  
OPERATIONS STREET  
PARADE**



**VEHICLE SHOWS**



**2025 COMPETITION  
WINNERS**



**ELVIS POETRY  
COMPETITION**

**Customer Corporate Services and Economy**  
Major Projects & Current Works - June 2025


The Community Improvement District (CID) Pilot Program						
Due Date	Approved Budget	Expenditure this Month	Total Expenditure to Date	Outstanding Commitments	Estimated Total when Works Complete	
31 July 2026	360,000	0	0	0	360,000	
Project Status (RAG - Report):		Critical (Red) / At Risk (Amber) / On Track (Green)				
		Scope	Budget	Schedule	Resources	Risks
Project Details						
<p>The Parkes Community Improvement District (CID) Pilot Program is a NSW Government-funded initiative aimed at testing business-led, place-based revitalisation in the Parkes CBD. Parkes Shire Council is one of a limited number of participants across NSW, with \$360,000 in funding to deliver a comprehensive two-year pilot exploring governance, engagement, planning, branding, and activation.</p>						
Scope and Deliverables						
<p>The program delivers a blend of non-physical and physical interventions:</p> <ul style="list-style-type: none"><li><b>Non-Physical Deliverables</b> include the development of a CBD Vibrancy Strategy (via an external consultant), creation of a governance model, a suite of training and development workshops for local businesses, and accessible branding assets that businesses can adopt and adapt.</li><li><b>Physical Deliverables</b> include temporary lighting installation, delivery of a place-based community event, and both temporary and permanent street closure facilities to support safe, welcoming activations.</li></ul>						
Key Benefits						
<p>The CID Pilot Program will:</p> <ul style="list-style-type: none"><li>Trial a locally tailored governance framework to test how regional CIDs might operate.</li><li>Support inclusive community engagement and co-design of a long-term vision for the CBD.</li><li>Activate the town centre through events and placemaking, reinforcing it as a social and economic hub.</li><li>Encourage local business participation through training and branding tools.</li><li>Build the foundations for future investment by testing collaborative planning and revitalisation models.</li></ul>						
Task Completed						
<ul style="list-style-type: none"><li>Agreement executed by the Recipient and provided to the Agency</li><li>An agreed draft Project Plan (Annexure A) including a list of anticipate expenditures budget.</li><li>Release of RFQ for Strategic Place Plan for Parkes CBD Vibrancy Strategy (non-physical intervention stream).</li></ul>						
<ul style="list-style-type: none"><li>Comms Plan Created (relative to upcoming deliverables)</li><li>Milestone 1 data compiled</li><li>Parkes: Small Business Edition’s bookings confirmed.</li><li>Evaluation of RFQ to be completed</li></ul>						
Tasks forecast to be completed (next steps: 1 month)						
<ul style="list-style-type: none"><li>Initial project kick-off with selected consultant for Place Plan</li><li>Development of business engagement strategy and outreach materials such as letters and social posts.</li></ul>						



**Customer Corporate Services and Economy**  
Major Projects & Current Works - June 2025

- Organisation of Parkes: Small Business Edition's facilitators
- Delivery of Parkes: Small Business Edition
- RFQ for Branding activity to go out.

**Current Works**

The project remains on schedule against the approved milestones. The RFQ for the Strategic Planning component was released within the expected timeframe, enabling progression toward the second milestone (Co-Design Outcome). While internal planning for business engagement and event development has been delayed slightly due to competing priorities, these tasks are not expected to impact the formal milestone deadlines. No extension of time has been requested or required at this stage.

**Progress Photos**

None currently.

**Customer Corporate Services and Economy**  
Major Projects & Current Works - June 2025


CiA Live - Corporate Software System Upgrade – Stage 2B Property						
Due Date	Approved Budget	Expenditure this Month		Total Expenditure to Date	Outstanding Commitments	Estimated Total when Works Complete
30 June 2027	52,000	0		0	0	52,000
Project Status (RAG - Report):		Critical (Red) / At Risk (Amber) / On Track (Green)				
		Scope	Budget	Schedule	Resources	Risks
Project Details						
<p>Technology One has introduced an upgrade program, called CiA Live, to move all its existing customers from the older Ci system interface to the newer CiAnywhere browser-based system interface. Technology One is putting most of its R &amp; D effort into the CiA product and sees no future in developing two interfaces. Moving to the CiAnywhere system has provided end users a more user-friendly experience of TechnologyOne products with enhanced performance, a simplified interface, and capability to streamline business processes.</p> <p>Budget is based on fixed price contract over 5 years, payable annually. Adjustments may be made to the budget for workforce costs once scoping has been completed.</p> <p>The first part of the project included the upgrade of the Financial based systems and has been completed. The next phase is to upgrade the property and rating systems then followed by the planning and regulatory systems.</p>						
Task Completed						
<ul style="list-style-type: none"><li>Financial Systems</li><li>Stage 2A of the Property Systems (including customer requests and management)</li></ul>						
Tasks forecast to be completed (next steps: 1 month)						
<ul style="list-style-type: none"><li>Stage 2B for the rest of the property systems is on hold until Technology One has the resources and software ready to proceed.</li></ul>						
Current Works						
<p>The project is currently on hold until November 2025. The schedule will be determined once a kick off meeting has been scheduled after the early adopters have completed their Stage 2B transition.</p>						
Progress Photos						
<p>There are no photos available currently.</p>						

**Customer Corporate Services and Economy**  
Major Projects & Current Works - June 2025


Fresh Start Program – New Cadets, Apprentices and Trainees (CATs)							
Due Date	Approved Budget	Expenditure this Month	Total Expenditure to Date	Outstanding Commitments	Estimated Total when Works Complete		
31 July 2026	73,903.60	0	24,403.20	0	It depends on the number of CATs		
Project Status (RAG - Report):		Critical (Red) / At Risk (Amber) / On Track (Green)					
		Scope	Budget	Schedule	Resources	Risks	Benefits
Project Details							
<p>The Fresh Start Program (the Program) funding is part of a commitment from the NSW government that was negotiated by the Unions to increase the NSW local government workforce by 15%. Under the Program, \$252.2 million is being invested over six years to provide direct support to local councils across the state in wage support for 1,300 new apprentices, trainees and cadets.</p> <p>There are four rounds of funding:</p> <ul style="list-style-type: none"><li>• 1 - January 2025 to 8 November 2024</li><li>• 2 - July 2025 to 31 March 2025</li><li>• 3 - January 2026 to 31 July 2025</li><li>• 4 - January 2027 to 31 July 2026</li></ul>							
Task Completed							
<ul style="list-style-type: none"><li>• Round 1 Submission</li><li>• Council received provisional approval for 8 positions:<ul style="list-style-type: none"><li>○ Apprentice Plumber</li><li>○ Apprentice Electrician</li><li>○ Small Plant Apprentice</li><li>○ Parks and Gardens Apprentice</li><li>○ Work Health and Safety Trainee</li><li>○ Concrete Trainee</li><li>○ Cadet Planner</li><li>○ Civil Engineer Cadet</li></ul></li><li>• Round 1 progress report completed by 30/3/2025</li><li>• Round 2 funding submission completed by 31/03/2025</li><li>• Council received approval for 3 positions:<ul style="list-style-type: none"><li>○ Finance Trainee</li><li>○ Works Coordinator Trainee</li><li>○ Heavy Vehicle Mechanic Apprentice</li></ul></li><li>• Round 1 progress report 2 completed 30/04/2025</li></ul>							
<ul style="list-style-type: none"><li>• Round 3 submitted on 31 July 2027 for 7 roles:<ul style="list-style-type: none"><li>○ 7 Civil Construction Apprentices – Cert 3 (Plant Operator)</li></ul></li><li>• Finance Trainee has now been appointed from Round 2</li></ul>							
Tasks forecast to be completed (next steps: 1 month)							
<ul style="list-style-type: none"><li>• Recruitment for the following Round 2 positions<ul style="list-style-type: none"><li>○ Works Coordinator Trainee</li><li>○ Heavy Vehicle Mechanic Apprentice</li></ul></li></ul>							

**Customer Corporate Services and Economy**  
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- The following Round 1 role have been rolled into Round 2 because Council was unable to recruit for those roles. These rolls are also being recruited again.
  - Cadet Planner
  - Civil Engineer Cadet

**Current Works**

Recruitment tasks and funding body reports are the primary area of work now.

So far, Council has received approval for 11 new trainees, apprentices and cadets. To date 6 roles have been appointed, 4 are still being actively recruited while the Apprentice Electrician role has been placed on hold until council can re-recruit an electrician to supervise their work.

Budget is an estimate based on wages for the current financial year for successfully recruited roles. Total Expenditure to date is wages, superannuation and training costs. Nil income has been received because the roles must be recruited and a training contract submitted. Funding submission for Round 1 was completed on 30/04/2025. Income is expected before the end of the financial year.

**Progress Photos**

There are no photos available currently.

**14.2 REQUEST TO USE TRUNDLE TOWN IMPROVEMENT FUND RESERVE FOR AN HYDRATION STATION AND TENNIS COURTS POWER UPDGRADE****IP&R Linkage:** **Pillar:** Community**Goal:** Our community is safe, active and healthy.**Strategy:** Enhance recreation and culture, provide sport, recreation and play space facilities that encourage participation, connection and support for healthy and wellbeing lifestyles.**Author:** **Anthony McGrath, Director Customer, Corporate Services and Economy****Authoriser:** **Kent Boyd PSM, General Manager****Annexures:** **A. Letter from TDPA requesting use of TIF Reserve. [↓](#)**

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**RECOMMENDATION**

That Council approve the allocation of up to \$40,000 from the Trundle Town Improvement Fund Reserve for the following items:

1. Installation of a Hydration Station at the Community Hub
  2. Berryman Oval Tennis Courts upgrade to power supply for a future lighting installation.
- 

**BACKGROUND**

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

**ISSUES AND COMMENTARY**

Council has received an email request from the Trundle & District Progress Association ("TDPA") requesting that Council allocate funds from the Trundle Town Improvement Fund ("TIF") Reserve towards the following items:

1. Installation of a Hydration Station at the Community Hub – as per Councillor Request PK2025/0375. The cost of the installation is estimated to be \$20,437.50.
2. Berryman Oval Tennis Courts – upgrade power supply for lighting – excavating, trenching, and lighting. The estimated cost is \$17,998.79.

In his letter to Council, included as *Annexure A*, Chair Mr Peter Kelly stated for Item 1 (Hydration Station), the Trundle and District Progress Association meeting agreed to commit \$10,000 from the Trundle Town Improvement Reserve to share half the cost with Parks and Gardens budget.

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

**LEGISLATIVE AND POLICY CONTEXT**

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

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

**FINANCIAL IMPLICATIONS**

The Trundle TIF had an uncommitted balance of \$66,839.41 at the end of July 2025 and can support the allocation of up to \$40,000 towards the two improvement items requested.

**RISK IMPLICATIONS**

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

**COMMUNITY CONSULTATION**

The TPDA is recognised by Council as the peak consultative body for the Trundle community and surrounding areas. The TDPA has met and agreed to formally request the allocation of funding from the Trundle TIF Reserve.

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

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24<sup>th</sup> July 2025

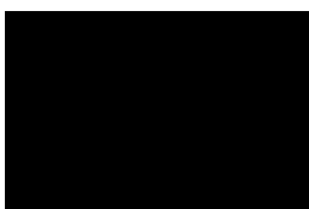
The General Manager  
Parkes Shire Council  
PO BOX 233  
PARKES NSW 2870

Dear Sir

At our monthly meeting held 24<sup>th</sup> July 2025 it was resolved to request allocation of funds from the TI for the following items:

- 1) Installation of a Hydration Station at the Hub – as per Councillor Request PK2025/0375 and quote of \$20437.50,  
The meeting agreed to commit \$10 to share half the cost with Parks and Gardens funding .
- 2) Berryman Oval Tennis Courts – upgrade power supply for lighting.  
-excavating, trenching and lighting as per quote 1675 received from [REDACTED]  
[REDACTED] – to quoted price \$17998.79.

Thank you



P Kelly  
Chair  
Trundle & District Progress Association.

**14.3 REQUEST TO USE PEAK HILL TOWN IMPROVEMENT FUNDS TO CONTINUE ADVERTISING SIGNAGE FOR ANOTHER 12 MONTHS****IP&R Linkage:** **Pillar:** Leadership**Goal:** Our Local Government is open, accountable and representative.**Strategy:** Provide open and transparent decision-making and undertake the civic duties of Council with professionalism and integrity.**Author:** **Anthony McGrath, Director Customer, Corporate Services and Economy****Authoriser:** **Anthony McGrath, Director Customer, Corporate Services and Economy****Annexures:** **Nil**

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**RECOMMENDATION**

That Council:

1. Approve the allocation of up to \$10,750 from the Peak Hill Town Improvement Fund Reserve to support the cost of highway advertising signage for 12 months.
- 

**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.

Council has previously funded several advertising campaigns that use commercial advertising signs along the highways. The program was significantly reduced, in line with budget cuts, and the commercial signs were discontinued. Council still owns a sign at the eastern entrance to Parkes and will continue to use that for promotional purposes.

**ISSUES AND COMMENTARY**

Council has received an email request from the Peak Hill CCC for Council to provide \$10,750 from the Peak Hill TIF to cover the cost of continuing the use of the commercial advertising sign on the Newell Highway at the southern end of Caswell street. The sign currently advertises the Open Cut Experience as shown in the following photo from Google Street View.





## 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 \$232,594 at the end of July 2025 and can support the allocation of up to \$10,750 for advertising signage.

## 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.

**14.4 COMMUNITY FINANCIAL ASSISTANCE PROGRAM EVALUATION PANEL - 2025-2026 ROUND ONE****IP&R Linkage:** Pillar: Community**Goal:** Our community is creative, proud and has a strong sense of belonging.**Strategy:** Encourage, support and recognise community participation including volunteers.**Author:** Veronica Shaw, Manager Governance, Risk and Corporate Performance**Authoriser:** Anthony McGrath, Director Customer, Corporate Services and Economy**Annexures:** Nil

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**RECOMMENDATION**

That Council

1. Endorse the recommendations of the Evaluation Panel for Sec.356 donations under Round 1 of the Community Financial Assistance Program 2025/2026 totalling \$5,199.00 in General Grants and waived rates and charges.
- 

**BACKGROUND**

The Parkes Shire Community Financial Assistance Program (CFAP) was established to assist Council in providing a fair, equitable and transparent process for the distribution of public money, or in-kind assistance under Section 356 of the *Local Government Act 1993* to local community groups and organisations in the Parkes Shire.

This assistance is limited to not-for-profit organisations who demonstrate local membership or participation and/or are undertaking a project or provide a service demonstrating significant local benefits to the Parkes Shire Community.

Applications for the Community Financial Assistance Grants occur twice within the Financial year - July and February. A call for applications is publicised in the local media and on Council's social media platforms. An online application form is available via Council's website.

To maintain a consistent, transparent, and equitable approach applications received are checked for eligibility based on the Financial Assistance Policy and assessed against four (4) criteria and their financial position. Circumstances in each application, the availability of funds in Council's adopted budget and the provisions of the *Local Government Act 1993* are also considered.

The assessment criteria are:

- Aligns with one of the Community Objectives within the Community Strategic Plan.
- Amount of Resident Participation
- Level of Consultation and Collaboration with other local Groups
- Organisational Capacity to deliver the program or project

Recommended grant offerings are based on the degree that the assessment criteria score is met.

**Integrated Planning and Reporting Linkage** - Aligns with one of the Community Objectives within the Community Strategic Plan.

**Amount of resident participation** – Percentage can be linked to specific townships.

Amount of Resident Participation		
Score	Definitive Answers	Value Judgement
0	Unsatisfactory	Less than 25% would be involved
1	Poor	Between 25% - 50% would be involved
2	Satisfactory	Between 50% - 80% would be involved
3	Good	More than 80% of Residents would be involved

**Level of Consultation and/or collaboration with other local groups**

Level of consultation and collaboration with other local groups		
Score	Definitive Answers	Value Judgement
0	Unsatisfactory	Applicant is not a local organisation, no involvement or collaboration with local community
1	Poor	Applicant is a local organisation however does not involve other local not-for-profit groups
2	Satisfactory	Project/Event promotes benefits to up to 2 other local not-for-profit groups
3	Good	Project/Event promotes benefits to more than 2 other local not-for-profit groups

**Organisational capacity to deliver the program or project**

Organisational capacity to deliver the program or project		
Score	Definitive Answers	Value Judgement
0	Unsatisfactory	No previous experience with similar projects and no planning demonstrated in application
1	Poor	Limited experience with similar projects and limited planning. Demonstrated experience with similar projects however no planning.
2	Satisfactory	Demonstrated experience with similar projects and appropriate planning. If limited experience the application must show thorough planning.
3	Good	Demonstrated extensive experience with similar projects, application shows thorough planning

## Acquittal and Reporting

All successful applicants will be required to provide an acquittal report within two months of completion of the sponsored event. The Grant Acquittal form can be found on Council's website.

The report must include outcomes of the event or project funded by Parkes Shire Council.

Applicants will not be considered for future funding if the report is not completed and returned.

## ISSUES AND COMMENTARY

### Round 1 - General Program and Rates and Charges Program

Round 1 of the 2025/2026 Community Financial Assistance Program was advertised from 1<sup>st</sup> to 28<sup>th</sup> July 2025. A total of ten (10) applications were received during this period, including five (5) applications for General Grants and five (5) applications for Rates and Charges waivers. Requests received outside of the application process were also discussed by the committee but were ineligible for inclusion for assessment and will receive correspondence in relation to Council's grants process.

The evaluation of Round 1 of the 2025/2026 Community Financial Assistance Grants was completed on 11<sup>th</sup> August 2025 by the Community Financial Assistance Program Evaluation Panel. In attendance were Mayor Neil Westcott, Deputy Mayor Marg Applebee, Councillor Bill Jayet and Council staff with an apology from Councillor Doug Pout. No declarations of interests were received in relation to this Round of grants.

A summary of the applications received for both sections of Round 1 of the 2025/2026 Community Financial Assistance Grants and the recommendations of the Committee are below:

#### General Program

Organisation/Group	Activity	Amount Requested	Recommendation
Trundle Show	To help provided children's entertainment during the Show	\$1,000.00	\$1,000.00
Regional Counselling Ltd/Lifeline	The Parkes Men's Growth Room Community Dinner	\$1,000.00	\$500.00
Parkes PA&H	Assistance funding medical requirements for the horse section of the Show	\$1,000.00	\$1,000.00
Parkes Rotary Club	Assistance with a Multicultural Welcome Evening	\$1,000.00	\$500.00
<b>TOTAL</b>			<b>\$3,000.00</b>

An application was also received from Mr Perfect for this General Round which was found to be ineligible to receive a grant in this instance.

#### Rates and Charges

Organisation/Group	Rates and Charges Request	Recommendation
Parkes Seventh-day Adventist	\$538.00	\$200.00
Masonic Temple Co.	\$2011.29	\$500.00
Southern Cross Community Centre	\$218.00	\$218.00
Frazer Court	\$4,826.00	\$1,000.00
Tullamore P&H Association	\$281.00	\$281.00
<b>TOTAL</b>		<b>\$2,199.00</b>

## LEGISLATIVE AND POLICY CONTEXT

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

Along with the Community Financial Assistance Policy, an assessment matrix scorecard was developed to assist in maintaining consistency when assessing and scoring Applications.

## FINANCIAL IMPLICATIONS

The cost of Round 1 of the Community Financial Assistance Grants to Council will total \$5,199.00 and is funded from Council's Operational Plan and Budget 2025/2026.

## RISK IMPLICATIONS

If an ineligible organisation receives grant funding, it can lead to reputational damage, financial loss, and reduced public trust in the grants process. It may also divert resources from eligible organisations that could deliver genuine community benefits. Conversely, failing to fund a deserving organisation can result in missed opportunities for social, economic, or cultural improvements, undermining the effectiveness and equity of the funding program. Both scenarios highlight the importance of robust eligibility checks and transparent decision-making.

## COMMUNITY CONSULTATION

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

Under Section 356 of the *Local Government Act*, public notice is required in the following circumstances:

- (1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.
- (2) A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.
- (3) However, public notice is not required if--
  - (a) the financial assistance is part of a specific program, and
  - (b) the program's details have been included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and
  - (c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and
  - (d) the program applies uniformly to all persons within the council's area or to a significant group of persons within the area.
- (4) Public notice is also not required if the financial assistance is part of a program of graffiti removal work.



**14.5 OPERATIONAL PLAN Q3-Q4 PROGRESS - 2024/25 - 1 JANUARY TO 30 JUNE 2025****IP&R Linkage:** **Pillar:** Leadership**Goal:** Our Local Government is sustainable and plans for the future.**Strategy:** Provide clear long-term direction for the community through the development of the Integrated Planning and Reporting framework.**Author:** **Teresa Cooper, Corporate Planning and Performance Coordinator****Authoriser:** **Anthony McGrath, Director Customer, Corporate Services and Economy****Annexures:** **A. Operational Plan Progress Report - January to June 2025 (under separate cover) [↗](#)**

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**RECOMMENDATION**

That Council:

1. Endorse the 2024/25 Operational Plan Progress Report (1 January to 30 June 2025), appended at *Annexure A*, pursuant to section 4.9 of the Integrated Planning and Reporting Guidelines.

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**BACKGROUND**

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

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

**ISSUES AND COMMENTARY**

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

The Operational Plan Progress Report (1 January to 30 June 2025) is appended at *Annexure A* and summarises Council's progress on the implementation of its Delivery Program 2022-2025. The Operational Plan Progress Report (1 January to 30 June 2025) comprises the following sections:

- **Part 1 - Introduction:** Outlines the IP&R framework, including the role and purpose of the Operational Plan, and how Council plans and reports on the progress of its Delivery Program.
- **Part 2 - 2024/25 Operational Plan:** Outlines the Operational and Capital Funding Summary and key achievements in the implementation of the Delivery Program.
- **Part 3 - Commercial Enterprise:** Reports on Council's progress in implementing the outputs outlined in the Commercial Enterprise function of the Delivery Program.
- **Part 4 - Council and Corporate:** Reports on Council's progress in implementing the outputs outlined in the Council and Corporate function of the Delivery Program.
- **Part 5 - Economy and Engagement:** Reports on Council's progress in implementing the outputs outlined in the Economy and Engagement function of the Delivery Program.

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

The information in this document and the previous progress report will be summarised in the Annual Report, which is due to be tabled at the November meeting.

#### LEGISLATIVE AND POLICY CONTEXT

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

#### FINANCIAL IMPLICATIONS

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

#### RISK IMPLICATIONS

Endorsement of the Operational Plan Progress Report (1 January to 30 June 2025), as recommended, ensures Council complies with its legislative requirements under section 404 of the Act

#### COMMUNITY CONSULTATION

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

**14.6 ADOPTION OF COUNCIL POLICY - ENTERPRISE RISK MANAGEMENT****IP&R Linkage:** **Pillar:** Leadership**Goal:** Our Local Government is contemporary, effective and efficient.**Strategy:** Ensure compliance with statutory requirements and ensure Council's operations are supported by good corporate governance and effective risk management.**Author:** **Kylie Trueber, Risk and Emergency Management Coordinator****Authoriser:** **Anthony McGrath, Director Customer, Corporate Services and Economy****Annexures:**  
**A. Policy - Enterprise Risk Management** [↓](#)  
**B. Enterprise Risk Management Statement** [↓](#)  
**C. Risk Appetite Statement** [↓](#)

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**RECOMMENDATION**

That Council:

1. Adopt the updated Enterprise Risk Management Policy included as *Annexure A* to this report.
  2. Adopt the updated Enterprise Risk Management Statement included as *Annexure B* to this report.
  3. Adopt the updated Risk Appetite Statement included as *Annexure C* to this report.
  4. Publish the adopted Enterprise Risk Management 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.

**ISSUES AND COMMENTARY**

Council's Enterprise Risk Management policy was previously developed and adopted in December 2010 with minor updates completed in 2018 and 2020. Since that time, the risk landscape has evolved significantly, driven by changes in legislation, governance expectations, and emerging threats such as climate-related events, cyber risks and reputational challenges. A comprehensive review and update of the policy has now been completed to ensure alignment with contemporary risk management principles and best practice standards.

The revised policy strengthens councils' commitment to proactive risk management by embedding a more integrated and strategic approach across all levels of decision-making. It aligns with ISO 31000:20108. Adoption of the updated policy will support improved organisational resilience, accountability and transparency, while also ensuring that risk is consistently considered in all council activities.

**LEGISLATIVE AND POLICY CONTEXT**

This policy aligns with ISO 31000:2018, Local Government Act 1993, Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023 (NSW)



**FINANCIAL IMPLICATIONS**

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

**RISK IMPLICATIONS**

Adoption of the updated Enterprise Risk Management (ERM) Policy is critical to ensuring Council has a structured and consistent approach to identifying, assessing, and managing risks across all operations. Without an up-to-date policy, there is a heightened risk of fragmented or reactive risk practices, which may lead to poor decision-making, non-compliance with legislative and audit requirements, and reduced organisational resilience.

Failure to adopt the policy may also result in reputational risk, particularly if Council is perceived as not taking a proactive stance on risk governance. This could undermine stakeholder confidence and expose Council to scrutiny in the event of a preventable incident or failure. The revised policy mitigates these risks by embedding a culture of accountability and continuous improvement in risk management.

Failure to adopt the revised Enterprise Risk Management Policy may expose Council to increased financial risk due to inconsistent or inadequate risk identification, assessment, and mitigation practices. Without a current and comprehensive framework, Council may be less equipped to anticipate and respond to emerging risks, which could result in unplanned expenditures, project delays, or service disruptions.

Additionally, non-compliance with contemporary governance standards and audit recommendations could lead to reputational damage and reduced confidence from funding bodies, insurers, and the community. This may impact Council's eligibility for grants, increase insurance premiums, or result in higher costs associated with risk events that could have been prevented or better managed under a robust Enterprise Risk Management framework.

**COMMUNITY CONSULTATION**

Whilst there is no community consultation associated with this policy, the ELT and ARIC have reviewed and provided feedback prior to the policy being presented to Council. The documents will be placed on Council's web site.

# Policy

## Enterprise Risk Management Policy



**Council Policy**  
Enterprise Risk Management

**CONTROLLED DOCUMENT INFORMATION**

<b>ECM Number</b>	572846
<b>Document Owner</b>	General Manager
<b>Document Development Officer</b>	Manager Governance, Risk and Corporate Performance, Director Customer, Corporate Services and Economy
<b>Consulting Stakeholders</b>	Management Team and Risk Owners
<b>Review Timeframe</b>	4 years or as major risks emerge
<b>Last Review Date</b>	August 2025
<b>Next Scheduled Review</b>	November 2028 with new Council.

Document History		
Date	Resolution No.	Details/Comments
December 2010	Res 10-726	Policy Created
September 2018		Minor amendments to reflect new policy template
June 2020	21-235	Minor Updates as suggested by ERM Audit review.
August 2025	n/a	Policy updated and reviewed by ELT
19 August 2025	OCM xxx/25	Policy adopted via Council Resolution

Further Document Information and Relationships	
<b>Related Legislation*</b>	<a href="#">Local Government Act 1993 – Section 428A</a> <a href="#">Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023 [NSW]</a>
<b>Related Policies</b>	Enterprise Risk Management Framework (in draft) All Council Policies
<b>Related Documents</b>	<a href="#">Office of Local Government Guidelines for Risk Management and Internal Audit</a> <a href="#">ISO 31000:2018 Risk Management Guidelines</a> Risk Management Procedure (to be finalised)
<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**  
Enterprise Risk Management**Contents**

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**Council Policy**  
Enterprise Risk Management**1. Introduction**

Parkes Shire Council recognises that robust risk management practices create and protect value and are an integral part of Council's business activities, functions and processes to ensure Council meets its responsibilities and objectives in serving our community.

Council is committed to delivering high quality services for Parkes Shire community and considers risk an integral part of decision making consistent with its functions and responsibilities under the Local Government Act 1993.

**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**

This Policy applies to all Parkes Shire Councillors and Employees, as well as volunteers, trainees, private contractors, and consultants having Employee functions or acting in an Employee capacity on behalf of Council.

**4. Purpose**

Through integration with the approved Risk Management Framework, the purpose of this policy is to:

- Establish the principles upon which our organisational risks are managed in accordance with the risk management standard, ISO 31000:2018 Risk Management – Guidelines.
- Guide the integration of risk management driving continuous improvement into our organisational culture, daily business practices and strategic planning processes.
- Implement an approach to risk management that is fit for purpose at all levels throughout Council.
- Integrate risk-based decision-making across the elected Council and organisation for the benefit our community and stakeholders.
- Develop a culture of risk awareness, accountability and shared attitudes that promotes a willingness and capability to manage risk at all levels across the organisation and elected Council.
- Create an effective risk management framework so that all staff understand the business risks in their area and actively manage those risks as part of their day-to-day activities.
- Clearly identify roles and responsibilities in creating and maintaining a robust risk management framework.

## Council Policy

### Enterprise Risk Management

#### 5. Definitions

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

Term	Definition
<b>Audit Risk and Improvement Committee</b>	A committee established under section 428A of the <i>Local Government Act 1993</i> (NSW) that provides independent assurance to Council by monitoring, reviewing and providing advice about governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance
<b>Council</b>	means Parkes Shire Council.
<b>Council Official</b>	Councillors, Employees and delegates of Council (including members of committees that are delegates of Council)
<b>Delivery Plan</b>	The prevailing Council-endorsed Delivery Program and Operational Plan for the Parkes Shire Council
<b>Enterprise Risk Management Framework</b>	Set of components, including management policies and strategies, procedures and practices, to establish the context, identify, analyse, evaluate, treat, monitor and communicate risk.
<b>Risk</b>	Refers to the risk uncertainty on objectives. It is measured in terms of consequences and likelihood. Risks can have both positive and negative effects on objectives. The concept of risk has two main elements: (1) the likelihood of something happening, and (2) the consequences if it happens.
<b>Risk Appetite</b>	<p>The level of risk that Council is prepared to accept in pursuit of its objectives, before action is deemed necessary to reduce the risk. Council's Risk Appetite is classified as follows:</p> <ul style="list-style-type: none"> <li>• Very High Appetite – Council is willing to accept a negative impact in order to pursue strategic objective</li> <li>• High appetite – Council is willing to accept some negative impact in order to pursue strategic objective</li> <li>• Moderate Appetite - Council is willing to accept potential negative impact for pursuit of strategic objective, given equal considerations</li> <li>• Low appetite – Council is only willing to accept a small negative impact in order to pursue strategic objective</li> <li>• No appetite - Council is not willing to accept any negative impact in order to pursue strategic objective</li> </ul>
<b>Risk Exposure</b>	Extent to which an organisation and / or stakeholder is subject to an occurrence or change of a particular set of circumstances.

## Council Policy

### Enterprise Risk Management



Term	Definition
<b>Risk Management</b>	Refers to coordinated activities to direct and control an organisation with regard to risk. Risk Management explicitly addresses inherent uncertainty associated with Council objectives.
<b>Risk Owner</b>	Person or entity with the accountability and authority to manage a risk.

## 6. Policy

Council acknowledges that it has a moral, financial, social and legal responsibility to effectively manage risk and opportunities in all areas of operations, and to ensure the efficient and ethical use of resources and services used by ratepayers, residents, Council Officials and visitors.

Council recognises that risk is inherent in all business activities and needs to be managed to maximise opportunities and minimise negative outcomes, including to:

- a) Minimise the incidence of personal injury and ill health of council Officials and members of the public;
- b) Minimise the incidence of damage to equipment and facilities;
- c) Minimise the financial and operational risks and losses to the Council and the public;
- d) Minimise resources spent in relation to loss; and
- e) Maximise the benefit gained from opportunities identified

Risk Management is an integral part of Council decision making and Council's organisational processes. Risk Management will be integrated into all Council activities through Council's Enterprise Risk Management Framework, which will provide the ability to minimise risk exposure while optimising every opportunity.

Council will regard uncertainty as inherent in its approach to risk management. Council will identify and analyse a range of risks so that risk owners are better able to implement controls and treatments to mitigate the likelihood and / or consequences of uncertainty.

Council will ensure that risk management is planned and controlled to ensure efficiency, through applying an approach which is systematic, structured and timely.

Council will approach risk management based on the best available information. Council recognises that information is often limited and imperfect, but in managing risk, Council will consider information from diverse sources including observation, experience, forecasts and experts.

Council will ensure that its approach to risk management is transparent and inclusive. Council recognises that internal and external stakeholders can have a major impact on the organisation and as such must be involved when establishing and determining risk.

Council will take an approach to risk management which is dynamic and responsive to change. Council must respond to changes in the internal and external environment, and will amend its processes, plans and frameworks, accordingly.

## Council Policy

### Enterprise Risk Management

#### 6.1. Risk Appetite

The Executive Leadership Team is responsible for applying the Risk Appetite that Council is willing to accept in making its decisions. The below system has been applied to identify the level of risk that Council is willing to accept for each risk type.

Risk Positive	Open	Cautious	Minimal
<b>Strategic objective - negative impact balance</b>			
Council is willing to accept a negative impact in order to pursue strategic objective	Council is willing to accept some negative impact in order to pursue strategic objective	Council is willing to accept potential negative impact for pursuit of strategic objective, given equal considerations	Council is only willing to accept a small negative impact in order to pursue strategic objective
<b>Risk - reward balance</b>			
Council is willing to accept a very high level of risk, justified by potential reward	Council is willing to accept some risk to justify potential reward	Council takes a balanced approach to risk taking to pursue potential reward	Council takes a cautious approach to risk taking to pursue potential reward

Council has developed the following specific statements that identify Council's risk appetite around the different risk types. These should assist when management are reviewing works that are to be completed.

Appetite	Appetite by risk type	Risk appetite details
Minimal	Health and Safety Risk	Council holds a minimal appetite for practices, behaviours or non-compliance with accepted health and safety practices that may lead to our staff, volunteers, contractors, property owners, customers or community members being harmed while interacting with us. Council aims to create a safe environment where people are protected from physical or psychological harm and has safety systems and processes to promote positive health and wellbeing outcomes.
Minimal	Compliance, Legal and Regulatory Risk	Council holds a minimal appetite for fraud and corruption, non-compliance with legal, regulatory and other obligations. Council is committed to a high level of compliance with relevant legislation, regulation, industry codes and standards and will promote an ethical environment through the Fraud and Corruption policy and plan. Any minor breaches that may occur will be reported to the Audit, Risk and Improvement Committee and responded to by management. Council will seek to mitigate compliance risks through adherence to internal policies and good corporate governance.



## Council Policy

### Enterprise Risk Management

Minimal	Reputational Risk	<p>Council holds a minimal appetite for the actions of internal or external parties that compromise our credibility with our community, staff, government at all levels and other stakeholders.</p> <p>Council will seek to be transparent in decision-making and provide clear communication to mitigate this risk. Council notes at times it is necessary to make the "right" decision and not the "most popular" decision.</p> <p>Council acknowledges that reliable service delivery is central to maintaining trust and achieving positive outcomes for the community. Council expects customer service to be delivered in a way that is responsive, equitable, and aligned with community needs.</p>
Minimal	Business Continuity Risk and Information Security	<p>Council holds a minimal appetite for loss or misuse of the information it holds, or inability to access operating systems. Council places a high standard on protecting physical and electronic information.</p> <p>Council has implemented security protocols that are designed to protect the information it collects and holds, and the operating systems used throughout the organisation.</p>
Cautious	Financial Risk	<p>Council maintains a cautious appetite for risks associated with ongoing financial sustainability. Council plans for long-term sustainability through the ten-year Long-Term Financial Plan and Annual Budget and has implemented financial management policies to ensure that the financial position is managed to an acceptable level.</p> <p>Council acknowledges that opportunities will arise outside of long-term plans and will explore the merits of those opportunities when they occur.</p>
Risk Positive	Infrastructure, Asset and Operational Risk	<p>Council maintains a risk positive appetite and recognises the importance of managing infrastructure, asset and operational risks to ensure the safety, efficiency and effectiveness of all services.</p> <p>Whilst delivering infrastructure, asset and operational services, Council will ensure it is compliant with all relevant laws, regulations and standards, will prioritise the safety and wellbeing of our staff, elected members and the public.</p> <p>Council will encourage innovation and continuous improvement.</p>

## Council Policy

### Enterprise Risk Management

Open	Environmental and Sustainability Risk	Council holds an open appetite for pursuing activities that protect the environment and address climate change risk. Council acknowledges its legislative requirement to plan for and mitigate climate change risks and considers these impacts through the asset management plans developed for our major infrastructure asset classes. Council acknowledges our natural environment is important to our Shire's success and participates in regional groups to promote environmental assets.
Risk Positive	Strategic Risk	Council holds risk positive appetite for pursuing activities that promote economic and social sustainability for our communities. We understand that the strength of our communities is built through strong social connections and the economic success of local businesses. Council actively conducts initiatives and delivers services and programs that support and enhance community wellbeing and resilience.

## 7. Enterprise Risk Profile Structure

Council recognises three primary categories of risk within its Enterprise Risk Management Framework, Strategic, Operational and Project risks.

### 7.1. Strategic Risks

Strategic risks are those that may affect the achievement of Council's long-term objectives and community outcomes, often arising from external factors such as policy changes, economic shifts or reputational impacts.

### 7.2. Operational Risks

Operational risks relate to the day-to-day activities, systems and processes that support service delivery and internal functions, including risks to staff safety, compliance and asset management.

### 7.3. Project Risks

Project risks are specific to the planning, execution and delivery of projects, encompassing risks such as scope creep, budget overruns, and stakeholder misalignment.

## 8. Procedure

This Policy must be read in conjunction with Council's Risk Management Framework and the Enterprise Risk Management Procedure, which provides detailed guidance regarding the risk management processes and activities to be undertaken by Council.

Understanding and managing these risk types ensures Council can make informed decisions, allocate resources effectively and maintain resilience in delivering services to the community.

## Parkes Shire Council Enterprise Risk Management Statement

The General Manager, Senior Staff, and Council of Parkes Shire are committed to implementing and maintaining an enterprise-wide approach to risk management. This approach ensures that risks are identified, assessed, and managed at strategic, tactical, and operational levels, in alignment with available resources and the unique context of local government.

### Purpose

The purpose of this Statement is to formalise Parkes Shire Council's commitment to a proactive and integrated risk management framework that supports informed decision-making, enhances resilience, and contributes to the achievement of Council and community objectives.

### Objectives

The Enterprise Risk Management (ERM) Program aims to:

- Support strong corporate governance and compliance with legislative obligations.
- Maintain public and employee trust and confidence.
- Enable the effective delivery of Council and community goals.
- Foster a cohesive and collaborative organisational culture.
- Ensure the sustainability of community services.
- Promote positive outcomes for both Council and the community.
- Embed a consistent and appropriate level of risk awareness across the organisation.

### Commitment

Parkes Shire Council will achieve these objectives by:

- Demonstrating organisation-wide commitment to risk management principles.
- Promoting a culture of risk awareness and accountability at all levels.
- Aligning the ERM framework with ISO 31000:2018 – *Risk Management Guidelines*.
- Empowering staff to actively participate in risk identification, assessment, and mitigation.
- Supporting the Audit, Risk and Improvement Committee (ARIC) in its oversight role.
- Implementing a risk-based internal audit program to monitor and improve controls.

### Expected Outcomes

Through the implementation of this Statement, Parkes Shire Council will:

- Reduce its overall risk exposure.
- Improve efficiency and effectiveness at strategic, tactical, and operational levels.
- Enhance transparency and accountability in decision-making.
- Provide documented evidence of risk management practices and decisions.
- Drive a cultural shift towards proactive risk management.
- Promote continuous improvement and best practice in local government operations.

General Manager  
Kent Boyd  
19 August 2025

Mayor  
Councillor Neil Westcott  
19 August 2025

# Risk Appetite Statement



## Risk Appetite Statement

### CONTROLLED DOCUMENT INFORMATION

<b>ECM Number</b>	2081132
<b>Document Owner</b>	Manager Governance, Risk and Corporate Performance
<b>Document Development Officer</b>	Risk and Emergency Management Coordinator
<b>Consulting Stakeholders</b>	Councillors Executive Leadership Team Connected Management Team Audit, Risk and Improvement Committee
<b>Risks Addressed by this Document</b>	Risk Appetite Statement
<b>Review Timeframe</b>	1 Year
<b>Last Review Date</b>	May 2025
<b>Next Scheduled Review</b>	May 2026

Document History		
Date	Resolution No.	Details/Comments
April - May 2025	Draft Review	Consultation with Councillors, CMT & ELT
20 May 2025	OCM 162/25	Adoption by Council
19 August 2025	OCM xxx/25	Update reviewed and adopted by Council

Further Document Information and Relationships	
<b>Related Legislation*</b>	NSW Local Government Act 1993 ISO 31000:2018 Risk Management - Guidelines Office of Local Government Guidelines for Risk Management and Internal Audit for Local Government in NSW
<b>Related Policies</b>	Council is committed to the implementation of effective risk management practice across all its activities. Therefore, this Statement relates to all of Council's policies, procedures and practices.
<b>Related Documents</b>	Nil
<b>Note:</b> Any reference to Legislation will be updated in this document 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.	

## Risk Appetite Statement

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## Risk Appetite Statement

### 1. Purpose

Parkes Shire Council recognises that robust risk management practices create and protect value and are an integral part of Council's business activities, functions and processes to ensure Council meets its responsibilities and objectives in serving our community.

Council is committed to delivering high quality services for Parkes Shire community and considers risk an integral part of decision making consistent with its functions and responsibilities under the Local Government Act 1993.

The Risk Appetite Statement has been developed to document the amount of risk Council is willing to take in achieving its strategic objectives. It sets the tone for risk management and implementation of a risk management framework that provides the foundations and organisational arrangements to design, implement, monitor, review and continually improve risk management throughout the organisation.

### 2. Commencement and Review

This document 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 statement applies to all activities and areas of Council. It applies to all Council Officials, including Councillors, Council staff, Council committee members, Council delegates, and is also applied in the management of contractors, volunteer groups and consultants of Council.

The Audit and Risk Committee is a key stakeholder of this document.

### 4. Definitions

In this Council document, 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</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>Contractor</b>	Means a person or company who has been appointed by Council to complete a set of works on behalf of Council

## Risk Appetite Statement

<b>Volunteer / Volunteer Groups</b>	Means a person who is not paid by Council but are engaged to work alongside Council staff to assist with the running of events being held on behalf of Council.
<b>Consultants</b>	Means a person or company who is engaged by Council to give technical advice as requested for works Council are engaged in.

### 5. Risk Appetite Framework

A traffic light system has been applied to identify the level of risk the Council is willing to accept for each risk type, as follows:

Risk Positive	Open	Cautious	Minimal
<b>Strategic objective - negative impact balance</b>			
Council is willing to accept a negative impact in order to pursue strategic objective	Council is willing to accept some negative impact in order to pursue strategic objective	Council is willing to accept potential negative impact for pursuit of strategic objective, given equal considerations	Council is only willing to accept a small negative impact in order to pursue strategic objective
<b>Risk - reward balance</b>			
Council is willing to accept a very high level of risk, justified by potential reward	Council is willing to accept some risk to justify potential reward	Council takes a balanced approach to risk taking to pursue potential reward	Council takes a cautious approach to risk taking to pursue potential reward

**NOTE:** For specific projects, topics or components of Council's wider strategic risks Council may take a zero-tolerance approach to risk, however at the Strategic Risk level, 'minimal' is the lowest level of risk appetite.



## Risk Appetite Statement

**6. Overarching Risk Appetite Statement**

Council has created an overarching Risk Appetite Statement to capture a holistic approach to risk. This statement will be supported by individual risk appetite statements associated with the various risk types, so it is clear to all stakeholders the risk level that Council is willing to take.

Council's overarching Risk Appetite Statement is:

*Council is committed to creating a community where we actively engage and communicate in a way that shares our journeys, our stories, listens to our community, informs our future and improves the wellbeing of those that live, work and visit in Parkes Shire. Council will explore opportunities associated with collaboration, particularly in leveraging national, state and regional strategic opportunities that plan for the whole shire.*

*To ensure we are operating most effectively, we will implement continuous improvement initiatives and explore innovative activities in seeking to provide positive economic and social outcomes for our communities, while protecting our environment and managing the impacts of climate change.*

*We will manage our financial position for long-term sustainability and promote our reputation through transparent and open transactions with our communities, government, staff, and other stakeholders.*

*We will protect the information we collect and hold and uphold our requirement to operate within a regulated environment. We do not accept behaviours around fraud and corruption, or unsafe activities that can harm our communities.*

## Risk Appetite Statement

### 7. Risk Appetite Statements by Risk Type

To support the overarching Risk Appetite Statement, Council has developed the following specific statements that identify Council's risk appetite around the different risk types. These should assist when management are reviewing works that are being completed.

Appetite	Appetite by risk type	Risk appetite details
Minimal	Health and Safety Risk	<p>Council holds a minimal appetite for practices, behaviours or non-compliance with accepted health and safety practices that may lead to our staff, volunteers, contractors, property owners, customers or community members being harmed while interacting with us.</p> <p>Council aims to create a safe environment where people are protected from physical or psychological harm and has safety systems and processes to promote positive health and wellbeing outcomes.</p>
Minimal	Compliance, Legal and Regulatory Risk	<p>Council holds a minimal appetite for fraud and corruption, non-compliance with legal, regulatory and other obligations.</p> <p>Council is committed to a high level of compliance with relevant legislation, regulation, industry codes and standards and will promote an ethical environment through the Fraud and Corruption policy and plan. Any minor breaches that may occur will be reported to the Audit, Risk and Improvement Committee and responded to by management.</p> <p>Council will seek to mitigate compliance risks through adherence to internal policies and good corporate governance.</p>
Minimal	Reputational Risk	<p>Council holds a minimal appetite for the actions of internal or external parties that compromise our credibility with our community, staff, government at all levels and other stakeholders.</p> <p>Council will seek to be transparent in decision-making and provide clear communication to mitigate this risk.</p> <p>Council notes at times it is necessary to make the "right" decision and not the "most popular" decision.</p> <p>Council acknowledges that reliable service delivery is central to maintaining trust and achieving positive outcomes for the community. Council expects customer service to be delivered in a way that is responsive, equitable, and aligned with community needs.</p>

## Risk Appetite Statement

Minimal	Business Continuity Risk and Information Security	Council holds a minimal appetite for loss or misuse of the information it holds, or inability to access operating systems. Council places a high standard on protecting physical and electronic information. Council has implemented security protocols that are designed to protect the information it collects and holds, and the operating systems used throughout the organisation.
Cautious	Financial Risk	Council maintains a cautious appetite for risks associated with ongoing financial sustainability. Council plans for long-term sustainability through the ten-year Long-Term Financial Plan and Annual Budget and has implemented financial management policies to ensure that the financial position is managed to an acceptable level. Council acknowledges that opportunities will arise outside of long-term plans and will explore the merits of those opportunities when they occur.
Risk Positive	Infrastructure, Asset and Operational Risk	Council maintains a risk positive appetite and recognises the importance of managing infrastructure, asset and operational risks to ensure the safety, efficiency and effectiveness of all services. Whilst delivering infrastructure, asset and operational services, Council will ensure it is compliant with all relevant laws, regulations and standards, will prioritise the safety and wellbeing of our staff, elected members and the public. Council will encourage innovation and continuous improvement.
Open	Environmental and Sustainability Risk	Council holds an open appetite for pursuing activities that protect the environment and address climate change risk. Council acknowledges its legislative requirement to plan for and mitigate climate change risks and considers these impacts through the asset management plans developed for our major infrastructure asset classes. Council acknowledges our natural environment is important to our Shire's success and participates in regional groups to promote environmental assets.
Risk Positive	Strategic Risk	Council holds risk positive appetite for pursuing activities that promote economic and social sustainability for our communities. We understand that the strength of our communities is built through strong social connections and the economic success of local businesses. Council actively conducts initiatives and delivers services and programs that support and enhance community wellbeing and resilience.

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**Risk Appetite Statement**

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**8. Review**

As part of Council's commitment to good governance and continuous improvement, this document 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.

The Risk Appetite Statement will be reviewed annually to progress Council's risk management maturity.

**14.7 ADOPTION OF COUNCIL POLICY - CONFLICT OF INTEREST FOR COUNCIL-RELATED DEVELOPMENT****IP&R Linkage:** Pillar: Leadership**Goal:** Our Local Government is contemporary, effective and efficient.**Strategy:** Ensure compliance with statutory requirements and ensure Council's operations are supported by good corporate governance and effective risk management.**Author:** Annalise Teale, Acting Director Planning and Community Services**Authoriser:** Kent Boyd PSM, General Manager**Annexures:** A. Council Policy - Conflict of Interest for Council-Related Development [↓](#)

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**RECOMMENDATION**

That Council:

1. Adopt the Conflict of Interest for Council-Related Development policy included as *Annexure A* to this report.
  2. Publish the adopted policy on Council's Website and intranet.
- 

**BACKGROUND**

The NSW State Government introduced requirements into the Environmental Planning and Assessment Regulation 2021 to address potential conflicts of interest in Council-related development.

Under this guideline, Council must adopt a policy to manage development applications where Council is the developer or landowner, or where Council holds a commercial interest in the land that is subject of an application. The intent of the policy is to specify how potential conflicts of interest will be identified and managed.

The Department of Planning and Environment (DPE) issued Guidelines relating to this matter, including a sample policy which was used in the development of the Conflict of Interest for Council-Related Development attached at *Annexure A*.

**ISSUES AND COMMENTARY**

Councils are development regulators, but they also can be the developer, landowner or hold a commercial interest in relation to the land they regulate. Where councils have this dual role, an inherent conflict can arise between their interests in the development and their duty as regulator.

The amendments to the Environmental Planning and Assessment Regulation 2021 were introduced to address conflicts of interest in council related development. The requirements include:

- Councils must have a policy that specifies how conflicts of interest in connection with council-related development applications will be handled. The policy must comply with the requirements in the DPE Guidelines
- Council-related development applications must now be accompanied by either a management strategy statement, which explains how the council will manage potential conflicts of interest, or a statement that the council has no management strategy for the application

- Councils must record conflicts of interest in connection with each council-related development application, and the measures taken to manage the conflicts, in their existing DA register
- Council-related development applications must be exhibited for a minimum of 28 days to ensure transparency during the assessment process.

The changes to the Regulation included the following new definition:

**council-related development application** means a development application for which council is the consent authority, that is:

- (a) made by or on behalf of the council, or
- (b) for development on land:
  - (i) of which council is the owner, a lessee, or a licensee, or
  - (ii) otherwise vested in or under the control of the council.

The DPE Guidelines clarify that a policy prepared and adopted by Council must:

- establish management controls and/or a management strategy to address potential conflicts of interest at the different phases of the development process for the types of council-related development that the council could be involved in
- outline the process through which potential conflicts of interest will be identified, the risks assessed, and appropriate management controls determined, and
- outline the process that will be followed to publicly communicate the management approaches for each development subject to the policy.

Based on these requirements, a draft Policy has been prepared and is contained in Attachment 2.

The draft policy establishes the process for identifying and managing potential conflicts of interest, and includes requirements during the preparation, assessment, and determination stages of a council-related development application.

In summary:

- prior to finalising the preparation of such an application, the General Manager, or their delegate, is to undertake a conflict of interest risk assessment and determine what (if any) management controls will be implemented during the assessment and determination of the application
- assessment and determination options are proposed for council-related applications, based on type and scale of the application, in accordance with the following table:

Category of DA	Assessment Options	Determination
<b>Low Risk DA</b> Refers to development that is small-scale, routine operational, and/or non controversial.	Assessment by staff not involved in the preparation of the application and peer reviewed by Executive Manager of Planning and Certification.	Determination under delegated authority, other than for development on community land under section 47E of the <i>Local Government Act 1993</i> .
<b>Medium Risk DA</b> Refers to development proposed on council-owned or managed land that substantially complies with zoning, land use provisions and council policies, with no	Assessment by staff not involved in the preparation of the application and peer reviewed by Planning and Community Services Director or Executive Manager of Planning and Certification.	Determination under delegated authority by Director Planning and Community Services or Executive Manager of Planning and Certification, other than for development on community land under

substantial or numerous submissions.	Assessment by external independent town planning consultant.	section 47E of the <i>Local Government Act 1993</i> .
<b>High Risk DA</b> Refers to large-scale, significant and/or controversial Das  Includes Regionally Significant Development as defined in State Environmental Planning Policy (Planning Systems) 2021	Assessment by staff not involved in the preparation of the application and peer reviewed by Planning and Community Services Director or Executive Manager of Planning and Certification, Or Assessment by external independent town planning consultant, Or Assessment by neighbouring council planning staff.	Determination by elected council, or Referral to Northern Regional Planning Panel for determination (regionally significant development).

The draft policy also includes a template for the Management Statement that will be required to accompany all council-related development applications, to create a record of potential conflicts identified and management measures undertaken.

## 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](#).

The key legislative instruments underpinning this policy are the [Environmental Planning and Assessment Act 1979](#) and the [Environmental Planning and Assessment Regulation 2021](#).

[The State Environmental Planning Policy \(Planning Systems\) 2021](#) also supports consistent planning practices across NSW.

## FINANCIAL IMPLICATIONS

Finalisation of the draft policy can be undertaken within existing staff resources.

## RISK IMPLICATIONS

Without a formal conflict of interest policy, councils face increased risks of perceived or actual bias in the assessment and determination of development applications where they have a vested interest. This can undermine public trust, expose the organisation to reputational damage, and compromise the integrity of planning decisions. It may also lead to inconsistent management of conflicts, legal challenges, or breaches of statutory obligations. Adoption of the policy will help to reduce conflict of interest risks for future Council-related development proposals.

## 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**

## **Conflict of Interest for Council- Related Development Application**



## Council Policy

### Conflict of Interest for Council-Related Development Application

## CONTROLLED DOCUMENT INFORMATION

ECM Number	TBC
Document Owner	Director Planning and Community Services
Document Development Officer	Executive Manager Planning and Certification
Risks Managed	TBC
Consulting Stakeholders	Governance
Review Timeframe	4 Years
Last Review Date	19 August 2025
Next Scheduled Review	19 August 2029

Document History		
Date	Resolution No.	Details/Comments
19 August 2025	TBC	Initial document created using model policy.

Further Document Information and Relationships	
Related Legislation*	<a href="#">Environmental Planning and Assessment Act 1979</a> <a href="#">Environmental Planning and Assessment Regulation 2021</a> <a href="#">Local Government Act 1993</a>
Related Policies	<a href="#">Code of Conduct Policy</a> <a href="#">Enterprise Risk Management Policy</a> <a href="#">Legislative Compliance Policy</a>
Related Documents	<a href="#">Council-related Development Application Conflict of Interest Guidelines</a> <a href="#">Parkes Shire Community Participation Plan 2022</a>
<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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## Council Policy

### Conflict of Interest for Council-Related Development Application

#### 1. Purpose

Council operates as a consent authority and development regulator for most development within the local government area. In some circumstances the Council is also the landowner of land to which an application relates, has given a grant to or has a commercial interest in the land they regulate. Where Council has this dual role, a potential conflict can arise between their interests in the development and their duty as regulator.

This policy aims to manage potential conflicts of interest and increase transparency at all stages of the development process for council-related development.

#### 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 an application for council-related development as defined in the Act.

This policy does not apply to:

- a) Development applications that include development on a public road, as defined by the Local Government Act 1993, unless the development is otherwise included in this Policy
- b) Development that is exempt development
- c) Development that is permitted without consent

#### 4. Definitions

A word or expression used in this policy has the same meaning as it has in the Act, and any instruments made under the Act, unless it is otherwise defined in this policy.

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

Term	Definition
<b>Act</b>	means the <i>Environmental Planning and Assessment Act 1979</i>
<b>Application</b>	means an application for consent under Part 4 of the Act to carry out development and includes an application to modify a development consent it does not include an application for a complying development certificate
<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>Council</b>	means Parkes Shire Council

## Council Policy

### Conflict of Interest for Council-Related Development Application

<b>Council-related Development</b>	means development for which the Council is the applicant developer (whether lodged by or on behalf of Council), landowner, or has a commercial interest in the land the subject of the application, where it will also be the regulator or consent authority
<b>Development Assessment Staff</b>	means employees and contractors of Council who are responsible for the processing and assessment of council-related development applications
<b>Development Process</b>	means application, assessment, determination, and enforcement
<b>General Manager</b>	means the General Manager of Parkes Shire Council appointed under section 334 of the <i>Local Government Act 1993</i> or delegate
<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>Regulation</b>	Means the <i>Environmental Planning and Assessment Regulation 2021</i>

## 5. Identification of a potential conflict-of-interest

Applications lodged with the Council that are council-related development are to be referred to the General Manager for a conflict-of-interest risk assessment.

The General Manager is to:

- Assess whether the application is one in which a potential conflict of interest exists,
- Assess the level of risk involved at each phase of the development process, in consultation with Council's Emergency and Risk Management Coordinator to ensure alignment with Council's risk matrix and Risk Management Framework.
- Determine what (if any) management controls should be implemented to address the identified conflict of interest (in each phase of the development process if necessary) having regard to any controls and strategies outlined in this Policy,
- Document the proposed management approach for the proposal in a statement that is uploaded to the NSW Planning Portal.

As an application progresses, the General Manager may be required to review the risk involved with the application and/or alter the management strategies to be implemented.

### Risk Assessment Matrix

To support consistent and transparent conflict-of-interest management, council-related development applications should be assessed using the following risk matrix:

## Council Policy

### Conflict of Interest for Council-Related Development Application

Category of DA	Assessment Options	Determination
<b>Low Risk DA</b> Refers to development that is small-scale, routine operational, and/or non controversial.	Assessment by staff not involved in the preparation of the application and peer reviewed by Executive Manager of Planning and Certification.	Determination under delegated authority, other than for development on community land under section 47E of the <i>Local Government Act 1993</i> .
<b>Medium Risk DA</b> Refers to development proposed on council-owned or managed land that substantially complies with zoning, land use provisions and council policies, with no substantial or numerous submissions.	Assessment by staff not involved in the preparation of the application and peer reviewed by Planning and Community Services Director or Executive Manager of Planning and Certification. Assessment by external independent town planning consultant.	Determination under delegated authority by Director Planning and Community Services or Executive Manager of Planning and Certification, other than for development on community land under section 47E of the <i>Local Government Act 1993</i> .
<b>High Risk DA</b> Refers to large-scale, significant and/or controversial Das Includes Regionally Significant Development as defined in State Environmental Planning Policy (Planning Systems) 2021	Assessment by staff not involved in the preparation of the application and peer reviewed by Planning and Community Services Director or Executive Manager of Planning and Certification, Or Assessment by external independent town planning consultant, Or Assessment by neighbouring council planning staff.	Determination by elected council, or Referral to Northern Regional Planning Panel for determination (regionally significant development).

## 6. Management Strategies

The management strategies to be enforced for council-related development will be subject to the extent of the potential conflict of interest, the scope of the application, number of submissions received as a result of community consultation and the applicable stage of the development process. The following strategies, or a combination of the following strategies, may be applied to council-related development.

**Council Policy****Conflict of Interest for Council-Related Development Application****6.1. Strategies for Excluded Development**

The following developments are considered to be excluded development:

- a) Commercial fit outs and minor changes to the building façade
- b) Internal alterations or additions to buildings that are not a heritage item
- c) Advertising signage
- d) Minor building structures projecting from a building facade over public land (such as awnings, verandas, bay windows, flagpoles, pipes, and services)
- e) Development where Council might receive a small fee for the use of their land.
- f) Minor modification applications made to an approved council-related development application made under s4.55(1) or s4.55(1A) of the Act
- g) Other development as determined by the General Manager

Due to the minor nature of excluded development, the management strategy for the above kinds of development is that no management controls need to be applied. This does not restrict the ability for management controls to be enforced where deemed appropriate by the General Manager.

**6.2. Strategies for the Assessment and Determination of Council-related Development Applications**

Council-related development shall have standard controls and/or special controls applied to the development process as appropriate.

Standard controls will be applied to all council-related developments to which this Policy applies (except excluded development), unless there are extraordinary circumstances and/or alternative controls no less effective are in place.

The following are considered standard controls:

- a) Council's development assessment staff shall not be involved in the preparation and/or lodgement of the application
- b) The application including its management strategy is to be publicly exhibited for a minimum of 28 days in accordance with the Act
- c) The development assessment staff are to ensure that all processes undertaken during the assessment of any application are in accordance with Council's policies, procedures, and legislative requirements
- d) Council development assessment staff will ensure that written records are kept of all communications with the applicant (whether or not they are Council staff) and applicant representatives (whether Council staff or external consultants). Substantial discussions must occur only in the context of a formal meeting and written records of such meetings are to be kept

The following are considered to be examples of special controls which may be applied to council-related development:

- a) Assessment undertaken by Council's development assessment staff to be independently peer reviewed
- b) Independent assessment of application by external consultant or similar

**Council Policy****Conflict of Interest for Council-Related Development Application**

- c) Determination of application at a Council meeting by the governing body
- d) Determination of application by the Western Regional Planning Panel as required by an Environmental Planning Instrument or the General Manager

Additional special controls may be applied where determined to be necessary by the General Manager.

For council-related development applications assessed as high-risk or involving significant public interest, the General Manager may refer the proposed management strategy and/or assessment process to the Audit, Risk and Improvement Committee for review and advice.

The Committee may provide recommendations on governance controls, transparency measures, and risk mitigation strategies to ensure integrity in the development process.

**7. Management Strategy Statement for Council-Related Development Applications****7.1. Provision of a Management Strategy Statement**

The Regulation specifies that council-related development applications are to be accompanied by either a management strategy statement which explains how Council will manage potential conflicts of interest, or a statement that Council has no management strategy for the application.

The management strategy for excluded development is that no additional management controls need to be applied. For clarity, the Regulation requires that applications for excluded development must only be accompanied by a statement that the Council has no management strategy for the application in accordance with this Policy.

In accordance with Sch 1 cl 9B of the Act all council-related development applications will be publicly exhibited for a minimum of 28 days. The management strategy will be publicly exhibited with the application.

**7.2. Alterations to the Management Strategy Statement**

The management strategy(s) enforced for an application may be altered during development process, particularly due to community consultation feedback and/or alterations to the proposed development.

Council is to document any variations to the Management Strategy Statement required as a result of the assessment and determination of the council-related development application.

**7.3. Management Strategy Statement Template**

An example of a Management Strategy Statement Template is below. The below template, or a variation to the template, is to accompany all council-related

## Council Policy

### Conflict of Interest for Council-Related Development Application

development applications (except excluded development) in accordance with the Regulation.

<b>Project Name / Title</b>	(Insert project name or title)
<b>Project Address</b>	(Insert Address of Project)
<b>Proposal</b>	(Insert description of Proposal)
<b>Potential Conflict</b>	(Clearly identify potential conflicts that may arise as a result of this council-related development application)
<b>Management Strategy</b>	Council is managing potential conflicts of interest in this matter as follows: <ul style="list-style-type: none"> <li>(Insert management strategies enforced)</li> </ul>
<b>Contact</b>	Anyone who has concerns about Council fulfilling its obligations should report their concerns to Council E: council@parkes.nsw.gov.au PH: (02) 6861 2333

#### 7.4. Post-Consent Conflict Management

To ensure transparency and integrity throughout the entire development process, Council may implement additional conflict management strategies following the granting of development consent. These strategies aim to mitigate risks during construction, certification, and enforcement phases.

Examples of post-consent conflict management strategies include:

- Use of private certifiers for construction certification.
- Independent peer review of construction milestones or compliance reports.
- Public reporting of progress and compliance checks.
- Engagement of external consultants for monitoring or enforcement.
- Referral of enforcement matters to another council or regulatory body where appropriate.

The General Manager may determine the need for post-consent controls based on:

- The nature and scale of the development.
- Community feedback received during public exhibition.
- Identified risks during assessment or determination.

## 8. Review

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

Document ID: **TBD**  
Version: 1

*Printed versions of this document are uncontrolled*  
Page 7 of 6

Document Date: 19/08/2025  
Review Date: 19/08/2029



**14.8 ADOPTION OF COUNCIL POLICY - SOCIAL MEDIA****IP&R Linkage:** **Pillar:** Leadership**Goal:** Our Local Government is contemporary, effective and efficient.**Strategy:** Ensure compliance with statutory requirements and ensure Council's operations are supported by good corporate governance and effective risk management.**Author:** **Sally Chapman, Senior Corporate Grants Officer****Authoriser:** **Jaco Barnard, Chief Financial Officer****Annexures:** **A. Council Policy - Social Media** [↓](#)**RECOMMENDATION**

That Council:

1. Adopt the updated Social Media Policy included as *Annexure A* to this report.
2. Publish the adopted Social Media Policy on Council's Website and intranet.
3. Add the newly developed House Rules to all social media channels operated by Parkes Shire Council.
4. Approve the disabling of Parkes Shire Council operated social media channel comments outside of business hours as per the House Rules.
5. Approve the disabling of comments from the live streaming of Council meetings.

**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.

**ISSUES AND COMMENTARY**

Council's Social Media policy was previously developed for and adopted at Council's Ordinary Council Meeting on 26 November 2024 [OCM 344/24] for the new term of Council. The Social Media policy was developed utilising the Model Social Media Policy created by the OLG which reflects best practice in this space.

Following the adoption of this policy, the communication's team has developed a series of House Rules required under the policy to be added to all social media channels operated by Parkes Shire Council. This was presented to Council at its Councillor Workshop on 5<sup>th</sup> August 2025 and has been added as an Annexure to the existing Social Media Policy as attached at *Annexure A* of this report. As part of these House Rules, Council will monitor comments within Council business hours with comments disabled outside of these hours to reduce the risk of unmoderated illegal activity on Council's social media accounts.

As part of Council's House Rules, Council recommends that comments be disabled on livestreams of Council Meetings to maintain decorum and ensure the orderly conduct of official proceedings. This approach helps prevent disruptive, defamatory, or inappropriate remarks that could undermine the integrity of the meeting. It also reduces legal risks, including potential defamation or breaches of privacy, and ensures compliance with Council's Code of Conduct, social media moderation policy,

and other relevant legislation. Disabling comments supports a respectful and transparent communication environment while safeguarding the rights and responsibilities of all participants.

In addition to this, the Office of Local Government released Council Circular 25 -11 Free speech in local government in NSW Guidelines. Council's Social Media policy has been reviewed in line with this circular and have developed an Addendum to be annexured to the end of the policy, as attached at *Annexure A*, to ensure the Social Media policy is followed with the key principles of free speech in mind. The previously adopted social media policy has also been updated to reflect recent role changes.

## **LEGISLATIVE AND POLICY CONTEXT**

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

Additional legislation considerations include:

[Council Circular 25-11 Free speech in local government in NSW Guideline – Office of Local Government NSW](#)

[Model Social Media Policy - Office of Local Government](#)

[Government Information \(Public Access\) Act 2009 No 52](#)

[Health Records and Information Privacy Act 2002](#)

[Online Safety Act 2021](#)

[Privacy Act 1988](#)

[Privacy and Personal Information Protection Act 1998](#)

[State Records Act 1998](#)

[Work Health and Safety Act 2011](#)

[Work Health and Safety regulation 2017](#)

## **FINANCIAL IMPLICATIONS**

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

## **RISK IMPLICATIONS**

A lack of or weak social media policy exposes councils to reputational, legal, and governance risks by failing to set clear expectations for staff, councillors, and the public. Without defined house rules, councils may struggle to moderate harmful or defamatory content, manage misinformation, or ensure respectful engagement.

Additionally, failing to address freedom of speech considerations such as the implied constitutional right to political communication can lead to overly restrictive practices that undermine transparency and public trust. A robust policy should balance open dialogue with legal obligations under the GIPA Act, HRIP Act, and State Records Act, ensuring privacy, accountability, and proper recordkeeping across all platforms.

## **COMMUNITY CONSULTATION**

Community consultation was not required in the development of this policy; however, the adopted version will be placed on Council's website and all social media channels will include a reference to the House Rules.

# Council Policy

## Social Media



**Council Policy**  
Social Media

**CONTROLLED DOCUMENT INFORMATION**

<b>ECM Number</b>	2023444
<b>Document Owner</b>	Director Customer, Corporate Services and Economy
<b>Document Development Officer</b>	Manager Governance, Risk and Corporate Performance
<b>Consulting Stakeholders</b>	People, Safety and Culture Corporate Communications and Media Records and Information Management
<b>Review Timeframe</b>	4-year period, to be reviewed at start of each new Council
<b>Last Review Date</b>	26 November 2024
<b>Next Scheduled Review</b>	26 November 2028

Document History		
Date	Resolution No.	Details/Comments
25 October 2024	OCM 344/24	Created.

Further Document Information and Relationships	
<b>Related Legislation*</b>	<a href="#">Local Government Act 1993 No 30</a> <a href="#">Work Health and Safety Act 2011 No 10</a> <a href="#">State Records Act 1998 No 17</a> <a href="#">Health Records and Information Privacy Act 2002</a> <a href="#">Federal Register of Legislation - Online Safety Act 2021</a>
<b>Related Policies</b>	Code of Conduct Records and Information Management Framework Workplace Bullying Anti-Discrimination and Equal Employment Opportunity Work Health and Safety Policy Statement Communications Policy Councillor Access to Information and their Interaction with Staff Policy Customer Service and Customer Complaints Handling
<b>Related Documents</b>	Brand Guidelines Digital Handbook

**Council Policy**  
Social Media

**Note:** Any reference to Legislation will be updated in this Policy as required. See website <http://www.legislation.nsw.gov.au/> for current Acts, Regulations and Environmental Planning Instruments.

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## Council Policy

### Social Media



#### 1. Purpose

This Social Media Policy provides Parkes Shire Council with a robust framework for the administration and management of our social media platforms. It also sets standards of conduct for all Council officials who use social media in their official capacity to protect the reputation and legitimate interests of Council. It has been developed to be fit-for-purpose in a digital age where innovation and emerging trends are the norm.

The aim of the policy is to build an understanding of what is appropriate and productive use of social media, to minimise miscommunication and prevent misuse of social media tools that will undermine Council's brand.

#### 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 Officials, including Councillors, Council staff, Council committee members, Council delegates, and volunteers of Council.

Except for Section 12, this policy applies to Council social media pages and Councillor social media pages.

#### 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</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>Authorised User</b>	Members of Council staff who are authorised by the General Manager or Council Communications Team to upload content and engage on the Council's social media platforms on the Council's behalf.
<b>Council Official</b>	Means Councillors, members of staff and delegates of the Council (including members of committees that are delegates of the Council).

## Council Policy

### Social Media

<b>Council's Communications Team</b>	Is appointed under section 6.5 of this policy to coordinate Council's social media.
<b>Minor</b>	For the purposes of clause 4.4(b) of this policy, is a person under the age of 18 years.
<b>Personal Information</b>	Is information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion.
<b>Social Media</b>	Are online platforms and applications - such as but not limited to social networking sites, wikis, blogs, microblogs, video and audio sharing sites, and message boards - that allow people to easily publish, share and discuss content. Examples of social media platforms include, but are not limited to Facebook, Flickr, Instagram, LinkedIn, Snapchat, TikTok, WhatsApp, Wikipedia, X, Yammer and YouTube.

## 5. Policy Statement

We, the Councillors, staff and other officials of Parkes Shire Council, are committed to upholding and promoting the following principles of social media engagement:

<b>Openness</b>	Our social media platforms are places where anyone can share and discuss issues that are relevant to our Council and the community we represent and serve.
<b>Relevance</b>	We will ensure our social media platforms are kept up to date with informative content about our Council and community.
<b>Accuracy</b>	The content we upload onto our social media platforms and any other social media platform will be a source of truth for our Council and community and we will prioritise the need to correct inaccuracies when they occur.
<b>Respect</b>	Our social media platforms are safe spaces. We will uphold and promote the behavioural standards contained in this policy and our Council's code of conduct when using our social media platforms and any other social media platform.



**Council Policy**  
Social Media**6. Administrative Framework for Council's Social Media Platforms****Platforms**

- 6.1. Council will maintain a presence on the following social media platforms:
- a) Facebook
  - b) Instagram
  - c) LinkedIn
  - d) TikTok
  - e) X (formerly known as Twitter)
  - f) YouTube
- 6.2. Council's social media platforms must specify or provide a clearly accessible link to the 'House Rules', at Annexure A, for engaging on the platform.

**Establishment and Deletion of Council Social Media Platforms**

- 6.3. A new Council social media platform, or a social media platform proposed by a Council related entity (for example, a Council committee), can only be established or deleted with the written approval of the General Manager or their delegate.
- 6.4. Where a Council social media platform is established or deleted in accordance with clause 6.3, the General Manager or their delegate may amend clause 6.1. of this policy without the need for endorsement by the Council's governing body.

**Appointment and Role of Social Media Coordinators**

- 6.5. The General Manager has appointed the Council Communications Team as Council's social media coordinators.
- 6.6. The Communication's Team role is to:
- a) Approve and revoke a staff member's status as an authorised user.
  - b) Develop and/or approve the training and/or induction to be provided to authorised users.
  - c) Maintain a register of authorised users.
  - d) Maintain effective oversight of authorised users.
  - e) Moderate Council's social media platforms in accordance with Part 5 of this policy.
  - f) Ensure the Council complies with its record keeping obligations under the State Records Act 1998 in relation to social media (see clauses 11.1 to 11.4 of this policy).
  - g) Ensure the Council adheres to the rules of the social media platform(s).
  - h) Ensure Council's social media platforms are set up and maintained in a way that maximises user friendliness and any technical problems are resolved promptly.

**Council Policy**  
Social Media**Authorised Users**

- 6.7. Authorised users are members of Council staff who are authorised by the Council's Communications Team to upload content and engage on social media on the Council's behalf.
- 6.8. Authorised users should be members of Council staff that are responsible for managing, or have expertise in, the events, initiatives, programs or policies that are the subject of the social media content.
- 6.9. The Communications Manager will appoint authorised users when required.
- 6.10. An authorised user must receive a copy of this policy and induction training on social media use and Council's obligations before uploading content on Council's behalf.
- 6.11. The role of an authorised user is to:
  - a) Ensure, to the best of their ability, that the content they upload onto social media platforms is accurate.
  - b) Correct inaccuracies in Council-generated content.
  - c) Engage in discussions and answer questions on Council's behalf on social media platforms where applicable.
  - d) Refer queries and complaints to Council's Customer Request Management System.
  - e) Keep the Council's social media platforms up to date.
  - f) Where authorised to do so by the Council's Communications Team:
    - i. Moderate the Council's social media platforms in accordance with Section 9 of this policy.
    - ii. Ensure the Council complies with its record keeping obligations under the State Records Act 1998 in relation to social media (see clauses 11.1 to 11.4 of this policy).
- 6.12. Authorised users should only be using the Council social media accounts to engage with the community. Therefore, they are identified by the username "Parkes Shire Council". Personal social media accounts should never be used to engage with community on Council's behalf.
- 6.13. Authorised users must not use Council's social media platforms for personal reasons.

**Administrative Tone**

- 6.14. Authorised users upload content and engage on social media on the Council's behalf. Authorised users must use language consistent with that function and avoid expressing or appearing to express their personal views when undertaking their role.
- 6.15. Authorised users may use more personal, informal language when engaging on Council's social media platforms, for example when replying to comments.

**Council Policy**  
Social Media

- 6.16. Authorised users are to consult the Brand Guidelines and Communications Policy when creating content for and engaging on social media on Council's behalf.

**Register of Authorised Users**

- 6.17. The Council's Communications Team will maintain a register of authorised users. This register is to be reviewed 6-monthly to ensure it is fit-for-purpose.

**Ceasing to be an Authorised User**

- 6.18. The Communications Manager may revoke a staff member's status as an authorised user, if:
- a) The staff member makes such a request.
  - b) The staff member has not uploaded content onto any of the Council's social media platforms in the last 6-months.
  - c) The staff member has failed to comply with this policy.
  - d) The Communications Manager is of the reasonable opinion that the staff member is no longer suitable to be an authorised user.

**Council Policy**  
Social Media**7. Administrative Framework for Councillors' Social Media Platforms**

- 7.1. For the purposes of this policy, Councillor social platforms are not Council social media platforms. Section 6 of this policy does not apply to Councillors' social media platforms.
- 7.2. Councillors are responsible for the administration and moderation of their own social media platforms (in accordance with Section 7 and 9 of this policy), and ensuring they comply with the record keeping obligations under the State Records Act 1998 (see clauses 11.1 to 11.4 of this policy) and Council's records management policy in relation to social media.
- 7.3. Clause 7.2 also applies to Councillors in circumstances where another person administers, moderates, or uploads content onto their social media platform.
- 7.4. Councillors must comply with the rules of the platform when engaging on social media.

**Induction and Training**

- 7.5 Councillors who engage, or intend to engage, on social media must receive induction training on social media use. Induction training can be undertaken either as part of the Councillor's induction program or as part of their ongoing professional development program.

**Identifying as a Councillor**

- 7.6 Councillors must identify themselves on their social media platforms in the following format:  
  
Councillor "First Name and Last Name".
- 7.7 A Councillor's social media platform must include a profile photo which is a clearly identifiable image of the Councillor.
- 7.8 If a Councillor becomes or ceases to be the Mayor, Deputy Mayor, or the holder of another position (for example, chairperson of a committee), this must be clearly stated on the Councillor's social media platforms and updated within 2-weeks of a change in circumstances.

**Other General Requirements for Councillors' Social Media Platforms**

- 7.9 Councillor social media platforms must specify or provide a clearly accessible link to the 'House Rules' for engaging on the platform.
- 7.10 A Councillor's social media platform must include a disclaimer to the following effect:  
  
"The views expressed and comments made on this social media platform are my own and not that of the Council".

**Council Policy**  
Social Media

- 7.11 Despite clause 7.10, Mayoral or Councillor media releases and other content that has been authorised according to the Council's media and communications protocols may be uploaded onto a Councillor's social media platform.
- 7.12 A Councillor may not post information about Council projects, official openings, announcements and key initiatives conducted by Council until Parkes Shire Council has shared the information publicly via social media or website first.
- 7.13 Councillors may upload publicly available Council information onto their social media platforms.
- 7.14 Councillors may use more personal, informal language when engaging on their social media platforms.

**Councillor Queries Relating to Social Media Platforms**

- 7.15 Questions from Councillors relating to their obligations under this policy, technical queries relating to the operation of their social media platforms, or managing records on social media may be directed to the General Manager in the first instance, in accordance with Council's Councillor Access to Information and their Interaction with Staff Policy. The GM will consult with appropriate staff and refer Councillors to staff if required.

**Other Social Media Platforms Administered by Councillors**

- 7.16 A Councillor must advise the General Manager of any social media platforms they administer on which content relating to the Council or Council officials is, or is expected to be, uploaded. The Councillor must do so within:
  - a) 2 weeks of becoming a Councillor, or
  - b) 1 week of becoming the administrator.
- 7.17 The General Manager will relate this information to the Communications Manager to ensure appropriate staff members are consulted.

**Council Policy**  
Social Media**8. Standards of Conduct on Social Media**

- 8.1 This policy only applies to Council officials' use of social media in an official capacity or in connection with their role as a Council official. The policy does not apply to personal use of social media that is not connected with a person's role as a Council official.
- 8.2 Council officials must comply with the Council's code of conduct when using social media in an official capacity or in connection with their role as a Council official.
- 8.3 Council officials must not use social media to post or share comments, photos, videos, electronic recordings or other information that:
- a) Is defamatory, offensive, humiliating, threatening or intimidating to other Council officials or members of the public.
  - b) Contains profane language or is sexual in nature.
  - c) Constitutes harassment and/or bullying within the meaning of the Model Code of Conduct for Local Councils in NSW, or is unlawfully discriminatory.
  - d) Is contrary to their duties under the Work Health and Safety Act 2011 and their responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety.
  - e) Contains content about the Council, Council officials or members of the public that is misleading or deceptive.
  - f) Divulges confidential Council information.
  - g) Breaches the privacy of other Council officials or members of the public
  - h) Contains allegations of suspected breaches of the Council's code of conduct or information about the consideration of a matter under the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW.
  - i) Could be perceived to be an official comment on behalf of the Council where they have not been authorised to make such comment.
  - j) Commits the Council to any action.
  - k) Violates an order made by a court.
  - l) Breaches copyright.
  - m) Advertises, endorses or solicits commercial products or business.
  - n) Constitutes spam.
  - o) Is in breach of the rules of the social media platform.
- 8.4 Council officials must:
- a) attribute work to the original author, creator or source when uploading or linking to content produced by a third party
  - b) obtain written permission from a minor's parent or legal guardian before uploading content in which the minor can be identified.
- 8.5 Council officials must exercise caution when sharing, liking, re-sharing content as this can be regarded as an endorsement and/or publication of the content.

**Council Policy**  
Social Media

- 8.6 Council officials must not incite or encourage other persons to act in a way that is contrary to the requirements of this Part.
- 8.7 Councillors must uphold and accurately represent the policies and decisions of the Council's governing body but may explain why they voted on a matter in the way that they did. (see section 232(1)(f) of the Local Government Act 1993).

**Council Policy**  
Social Media**9. Moderation of Social Media Platforms**

**Note: Council and Council officials should be aware that they may be considered a 'publisher' of any content uploaded onto a social media platform they administer, including content that:**

- is uploaded by a third party; and/or
- appears on their social media platform because they have 'liked', 'shared', or 're-shared' the content, or similar.

- 9.1 Council officials who are responsible for the moderation of the Council's or Councillors' social media platforms may remove content and 'block' or ban a person from those platforms. Such actions must be undertaken in accordance with this Section of the policy.
- 9.2 For the purposes of this Section, 'social media platform' and 'platform' means both the Council's and Councillors' social media platforms.

**House Rules**

- 9.3 Social media platforms must state or provide an accessible link to the 'House Rules' for engaging on the platform.
- 9.4 At a minimum, the House Rules should specify:
- a) The principles of social media engagement referred to in clause 6.1 of this policy.
  - b) The type of behaviour or content that will result in that content being removed or 'hidden', or a person being blocked or banned from the platform.
  - c) The process by which a person can be blocked or banned from the platform and rights of review.
  - d) A statement relating to privacy and personal information (see clause 11.4 of this policy).
  - e) When the platform will be monitored (for example weekdays 9am – 5pm, during the council's business hours).
  - f) That the social media platform is not to be used for making complaints about the council or council officials.
  - g) Information or a link to council's customer service and customer complaints handling policy.
- 9.5 For the purposes of clause 9.4(b), third parties engaging on social media platforms must not post or share comments, photos, videos, electronic recordings or other information that:
- a) Is defamatory, offensive, humiliating, threatening or intimidating to Council officials or members of the public.
  - b) Contains profane language or is sexual in nature.
  - c) Constitutes harassment and/or bullying within the meaning of the Model Code of Conduct for Local Councils in NSW, or is unlawfully discriminatory.



**Council Policy**  
Social Media

- d) Contains content about the Council, Council officials or members of the public that is misleading or deceptive.
- e) Breaches the privacy of Council officials or members of the public.
- f) Contains allegations of suspected breaches of the Council's code of conduct or information about the consideration of a matter under the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW.
- g) Violates an order made by a court.
- h) Breaches copyright.
- i) Advertises, endorses or solicits commercial products or business.
- j) Constitutes spam.
- k) Would be in breach of the rules of the social media platform.

**Removal or 'Hiding' of Content**

- 9.6 Where a person uploads content onto a social media platform that, in the reasonable opinion of the moderator, is of a kind specified under clause 9.5, the moderator may remove or 'hide' that content.
- 9.7 Prior to removing or 'hiding' the content, the moderator must make a record of it (for example, a screenshot).
- 9.8 If the moderator removes or 'hides' the content under clause 9.6, they must, where practicable, notify the person who uploaded the content that it has been removed and the reason(s) for its removal and their rights of review.
- 9.9 A person may request a review of a decision by a moderator to remove or 'hide' content under clause 9.6. The request must be made in writing to the General Manager and state the grounds on which the request is being made.
- 9.10 Where a review request is made under clause 9.9, the review is to be undertaken by the Executive Manager of Economy and Engagement or a member of staff nominated by the Executive Manager of Economy and Engagement who is suitably qualified and who was not involved in the decision to remove or 'hide' the content.

**Blocking or Banning**

- 9.11 If a person uploads content that is removed or 'hidden' under clause 9.6 of this policy on 3 occasions, that person may be blocked or banned from the social media platform.
- 9.12 A person may only be blocked or banned from a Council social media platform with the approval of the Communications Manager. This clause does not apply to blocking or banning a person from a Councillor's social media platform.
- 9.13 Prior to blocking or banning a person from a social media platform, the person must, where practicable, be advised of the intention to block or ban them from the platform and be given a chance to respond. Any submission made by the

**Council Policy**  
Social Media

person must be considered prior to a determination being made to block or ban them.

- 9.14 The duration of the block or ban is to be determined by the Communications Manager, or in the case of a Councillor's social media platform, the Councillor.
- 9.15 Where a determination is made to block or ban a person from a social media platform, the person must, where practicable, be notified in writing of the decision and the reasons for it. The written notice must also advise the person which social media platforms they are blocked or banned from and the duration of the block or ban and inform them of their rights of review.
- 9.16 Despite clauses 9.11 to 9.15, where a person uploads content of a kind referred to under clause 5.5, and the moderator is reasonably satisfied that the person's further engagement on the social media platform poses a risk to health and safety or another substantive risk (such as the uploading of defamatory content), an interim block or ban from the platform may be imposed on the person immediately for a period no longer than 1-month.
- 9.17 A person who is blocked or banned from the platform under clause 9.16 must, where practicable, be given a chance to respond to the interim block or ban being imposed. Any submission made by the person must be considered when determining whether the interim block or ban is to be removed or retained under clauses 9.11 to 9.15.
- 9.18 A person may request a review of a decision to block or ban them from a social media platform. The request must be made in writing to the General Manager and state the grounds on which the request is being made.
- 9.19 Where a review request is made under clause 9.18, the review is to be undertaken by the General Manager or a member of staff nominated by the General Manager who is suitably qualified and who was not involved in the decision to block or ban the person. Where the decision to block or ban the person was made by the General Manager, the review must be undertaken by another senior and suitably qualified member of staff who was not involved in the decision.
- 9.20 Where a person that is the subject of a block or ban continues to engage on a social media platform(s) using an alternative social media account, profile, avatar, etc., a moderator may block or ban the person from the platform(s) immediately. In these circumstances, clauses 9.11 to 9.19 do not apply.

**Council Policy**  
Social Media**10. Use of Social Media During Emergencies**

- 10.1 During emergencies, such as natural disasters or public health incidents, the Council's Communications Team will be responsible for the management of content on the Council's social media platforms. The Executive Leadership Team will coordinate with the Council's Communications team for emergency messaging to ensure accurate information is being provided in a timely manner.
- 10.2 To ensure consistent messaging both during and after an emergency, authorised users and Council officials must not upload content onto the Council's or their own social media platforms which contradicts advice issued by the agency coordinating the emergency response, or agencies supporting recovery efforts.
- 10.3 Training on social media use during emergencies should be included in training and/or induction provided to authorised users and Councillors.

**Council Policy**  
Social Media**11. Records Management and Privacy Requirements****Records Management**

- 11.1 Social media content created, sent and received by Council officials (including Councillors) acting in their official capacity is a Council record and may constitute open access information or be subject to an information access application made under the Government Information (Public Access) Act 2009. These records must be managed in accordance with the requirements of the State Records Act 1998 and the Council's approved records management policies and practices.
- 11.2 You must not destroy, alter, or remove social media content unless authorised to do so. If you need to alter or remove social media content, you must do so in accordance with this policy and consult with the Council's Information and Records Management Coordinator and comply with the requirements of the *State Records Act 1998*.
- 11.3 When/if a Councillor's term of office concludes, the Councillor must contact the Council's Information and Records Management Coordinator and Council's Communications Team to manage/transfer records of social media content created during their term of office and comply with the requirements of the *State Records Act 1998*.
- 11.4 In fulfilling their obligations under clauses 11.1 and 11.3, Council officials should refer to any guidance issued by the State Archives and Records Authority of NSW relating to retention requirements for Councils' and Councillors' social media content.

**Privacy Considerations and Requirements**

- 11.5 Social media communications are in the public domain. Council officials should exercise caution about what personal information, if any, they upload onto social media.
- 11.6 The Privacy and Personal Information Protection Act 1998 applies to the use of social media platforms by the Council and Councillors. To mitigate potential privacy risks, Council officials will:
- a) Advise people not to provide personal information on social media platforms.
  - b) Inform people if any personal information they may provide on social media platforms is to be used for official purposes.
  - c) Moderate comments to ensure they do not contain any personal information.
  - d) Advise people to contact the council or councillors through alternative channels if they have personal information they do not want to disclose in a public forum.
- 11.7 Council officials must ensure they comply with the *Health Records and Information Privacy Act 2002* when engaging on and/or moderating social media platforms. In fulfilling their obligations, Council officials should refer to any guidance issued by the Information and Privacy Commission of NSW, such as, but not limited to, the Health Privacy Principles.

**Council Policy**  
Social Media**12. Private Use of Social Media**

**Note: Activities on social media websites are public activities. Even though privacy settings are available, content can still be shared and accessed beyond the intended recipients.**

**The terms and conditions of most social media sites state that all content becomes the property of the site on which it is posted.**

**What Constitutes 'Private' Use?**

- 12.1. For the purposes of this policy, a Council official's social media engagement will be considered 'private use' when the content they upload:
- a) Is not associated with, or does not refer to, the Council, any other Council officials, contractors, related entities or any other person or organisation providing services to or on behalf of the Council in their official or professional capacities, and
  - b) Is not related to or does not contain information acquired by virtue of their employment or role as a Council official.
- 12.2 If a Council official chooses to identify themselves as a Council official, either directly or indirectly (such as in their user profile), then they will not be deemed to be acting in their private capacity for the purposes of this policy.

**Use Of Social Media During Work Hours**

- 12.3 Council staff may only access and engage on social media in their private capacity while at work during breaks.
- 12.4 Council staff who access and engage on social media in their private capacity during work hours must ensure it not does not interfere with the performance of their official duties.

**13. Concerns or Complaints**

- 13.1 Concerns or complaints about the administration of a Council's social media platforms should be made to the Council's Communications Team in the first instance.
- 13.2 Complaints about the conduct of Council officials (including Councillors) on social media platforms may be directed to the general manager.
- 13.3 Complaints about a general manager's conduct on social media platforms may be directed to the Mayor.

**14. 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**  
Social Media**Social Media Policy Addendum — Free Speech Alignment****1. Purpose**

This addendum outlines Parkes Shire Council's commitment to upholding the implied constitutional freedom of political communication in Australia. It clarifies the rights and responsibilities of councillors, staff, and the public in engaging with social media and public discourse.

**2. Legislative Context**

This policy aligns with:

- The Australian Constitution (Implied Freedom of Political Communication)
- Local Government Act 1993 (NSW)
- NSW Office of Local Government's *Guidelines on Free Speech in Local Government* (Council Circular 2511, June 2025)

**3. Councillor Rights to Political Expression**

Parkes Shire Council recognises that councillors, as elected representatives, have a right to publicly express personal views on matters of public interest. Councillors may engage in traditional and digital media, including personal social media platforms, provided they:

- Clearly indicate their comments are personal opinions;
- Do not disclose confidential or privileged information;
- Avoid defamatory, discriminatory, or harassing content.

**Example Disclaimer:**

*"The views expressed here are my own and do not necessarily represent those of Parkes Shire Council."*

Council will not unreasonably restrict a councillor's freedom to engage in lawful, respectful public debate.

**4. Staff Participation in Public Discourse**

Council staff may participate in public discussion as private citizens, including via social media, as long as they:

- Do not represent or imply Council endorsement;
- Maintain confidentiality and avoid disclosing internal matters;
- Uphold impartiality and avoid reputational harm to Council.

## Council Policy

### Social Media



This policy supports lawful, respectful civic engagement by employees outside of their work duties.

#### 5. Moderation of Council-Owned Social Media Platforms

Council encourages open dialogue on its social media channels. Comments will not be removed for expressing disagreement or criticism of Council decisions.

Content will only be removed if it:

- Breaches Australian law (e.g., defamation, hate speech);
- Incites violence, harassment, or discrimination;
- Violates privacy or Council confidentiality;
- Contains spam, misinformation, or off-topic material.

Council commits to transparent and fair moderation in line with community standards and legal obligations.

#### 6. Definitions

- **Political Communication:** Speech relating to government, policy, councillor actions, or civic debate.
- **Personal Social Media:** Platforms operated independently by councillors or staff, not under Council branding.

#### 7. Review and Compliance

This addendum will be reviewed every two years or upon legislative changes. Any breaches will be assessed in accordance with the Code of Conduct and relevant disciplinary procedures.

#### 8. References

- NSW Office of Local Government. (2025). *Guidelines on Free Speech in Local Government (Council Circular 25-11)*.
- High Court of Australia decisions on implied freedom of political communication.
- Inner West Council and Wagga Wagga City Council Social Media Policies (as benchmarking examples).

**Council Policy**  
Social Media**Annexure A****Social Media House Rules****Welcome to the official social media channels of Parkes Shire Council.**

Our online community is a space for residents to connect, share, and engage in meaningful discussions about civic life. To ensure this space remains safe, respectful, inclusive, and legally compliant, we ask all users to follow our Social Media House Rules.

These House Rules are aligned with Council's Social Media Policy and reflect the NSW Office of Local Government's *Guidelines on Free Speech in Local Government* (2025). They will be accessible on all our platforms.

By posting, commenting, tagging, or interacting with our content, you agree to abide by these guidelines.

**PRINCIPLES OF ENGAGEMENT**

When engaging with our social media platforms, please:

- Stay on topic and contribute meaningfully to the conversation; avoid irrelevant or repetitive content.
- Debate ideas respectfully; do not attack individuals or engage in inflammatory remarks.
- Treat all participants with dignity; do not post hate speech, discriminatory content, bullying, threats, or harassment.
- Refrain from posting complaints about Council or individual officers on social media; use the formal complaints process (linked below).
- Do not intentionally post misinformation or misleading content.
- Respect differences of opinion, including political views, while maintaining respectful dialogue.
- Avoid posting content that may offend or demean others based on race, age, gender, sexuality, political belief, religion, or disability.
- Protect privacy by not sharing personal information.
- Follow the platform's terms of use.
- Do not post illegal, harmful, or threatening material.



**Council Policy**  
Social Media**PLATFORMS**

Council currently operates on:

- Facebook
- Instagram
- LinkedIn
- TikTok
- YouTube

**COMMUNITY EXPECTATIONS**

We encourage you to:

- Join the conversation
- Ask questions
- Share your views
- But always:
- Be respectful
- Stay on-topic
- Show consideration for others

Council supports lawful and constructive discussion and does not remove content solely because it is critical of Council decisions, policies, or actions, provided it complies with these rules.

**WHEN & WHY CONTENT WILL BE REMOVED**

Council reserves the right to remove content that:

- Contains personal attacks, harassment, trolling, or abuse
- Is defamatory, offensive, humiliating, threatening, or intimidating
- Incites hatred or discrimination on the basis of race, age, gender, sexuality, political view, religion, or disability
- Includes obscene or sexually explicit content, including masked profanity

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Version: 1

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Document Date: 26/11/2024  
Review Date: 26/11/2028

## Council Policy

### Social Media



- Promotes misinformation or deliberately misleading claims
- Encourages unlawful activity or violence
- Breaches privacy, copyright, or legal restrictions
- Is spam, advertising, or unrelated promotion
- Contains unproven accusations or libelous claims
- Identifies matters before the courts or under non-publication orders

Comments that are unrelated to the original post will be hidden. Some platforms may use automated moderation tools.

### **MODERATION AND ENFORCEMENT**

Council only moderates its social media accounts during business hours (Monday–Friday, 8:30am–5pm). Outside of these hours, comments will be disabled.

Inappropriate content may be:

- Hidden
- Deleted
- Reported to the platform
- Result in the user being blocked

### **Warnings and Blocking Procedure:**

- Users will receive up to three warnings via direct message, if practicable.
- After the third breach, the user will be blocked
- In severe cases, users may be blocked without warning at the discretion of the General Manager.

**Review Process:** If you believe your comment was unfairly removed or your account was blocked in error, you may request a review by emailing the General Manager at: **council@parkes.nsw.gov.au** with:

- Your full name
- Contact details
- Platform and account username
- URL of the relevant post or comment

**Council Policy**  
Social Media

- Explanation and any supporting material

**COMPLAINTS**

Social media is not a platform for lodging formal complaints or service requests.  
Please use our designated channels:

**To make a complaint:**

Visit: [Compliments, Complaints & Feedback](#)

See our full policy: [Customer Complaints Handling Policy](#)

**Complaint process:**

1. Submit online or in person
2. Receive acknowledgment within 10 business days
3. Council assesses the complaint's seriousness and urgency
4. A response is provided within 21 calendar days

**THANK YOU**

Thank you for helping us keep our online community safe, respectful, inclusive, and open to civic discussion.

For more, see our full **Social Media Policy** [\[link here\]](#).

**15 REPORTS OF THE DIRECTOR INFRASTRUCTURE AND SUSTAINABILITY****15.1 MAJOR PROJECTS AND CURRENT WORKS - INFRASTRUCTURE AND SUSTAINABILITY****IP&R Linkage:** **Pillar:** Leadership**Goal:** Our Local Government is open, accountable and representative.**Strategy:** Effectively collaborate, engage, and communicate with our community to inform decision making and promote services, projects and initiatives.**Author:** **Sue McGrath, Business Support Coordinator****Authoriser:** **Andrew Francis, Director Infrastructure and Sustainability****Annexures:** **A. Major Projects & Current Works - July 2025** [↓](#)

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**RECOMMENDATION**

That Council:

1. Receive and note the Infrastructure and Sustainability Major Projects and Current Works Report for July 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 - July 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	\$36,235.61	\$846,836.77	\$83,613	\$14,870,593	
Project Status (RAG - Report):		Critical (Red) / At Risk (Amber) / On Track (Green)				
		Budget	Resources	Schedule	Risks	Scope
ARIC Update; <b>\$846,836.77 Cost to Date</b> , \$14,870,592.58 EAC, \$5,000,000 RRP Funded ( <b>\$1M RRP Funded to Date</b> ), \$9,870,592.58 PSC Funded (\$7.5M Water Fund / \$2,370,592.58 NPM Early Access Fees).						
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>• Concept designs completed.</li><li>• Preliminary environmental assessments completed.</li><li>• No NWG funding is now required for the RRP project.</li><li>• Gap analysis completed on the GHD Detail Designs to be able to progress the project.</li><li>• Action Plan developed 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>• Roadmaps have been refreshed for the Environmental &amp; Planning Approvals and Access / Construction Easement Acquisitions.</li><li>• Capital Intensity process completed, including a Level 3 budget estimate review, Minimum Via Capital Cost (MVCC) process, and CAPEX planning.</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>• Progressing Early Contractor Involvement (ECI) / Request for Information (RFI) process to better understand market status.</li><li>• Finalise Detail Design packages.</li><li>• Complete Minor Works Review of Environmental Factors (MW REFs) based on updated designs and funding arrangements.</li><li>• Prepare Tender Packages.</li><li>• Complete Activity 7 Milestone actions.</li><li>• PSC Funding arrangements to be confirmed, refer above.</li><li>• Continued Stakeholder / Landowner engagement.</li><li>• RRP reporting to funding body is ongoing.</li><li>• Complete the RRP Deed variation process.</li><li>• Project Control Group meeting with Stakeholders due in August 2025.</li></ul>						

Infrastructure & Sustainability  
Major Projects & Current Works - July 2025

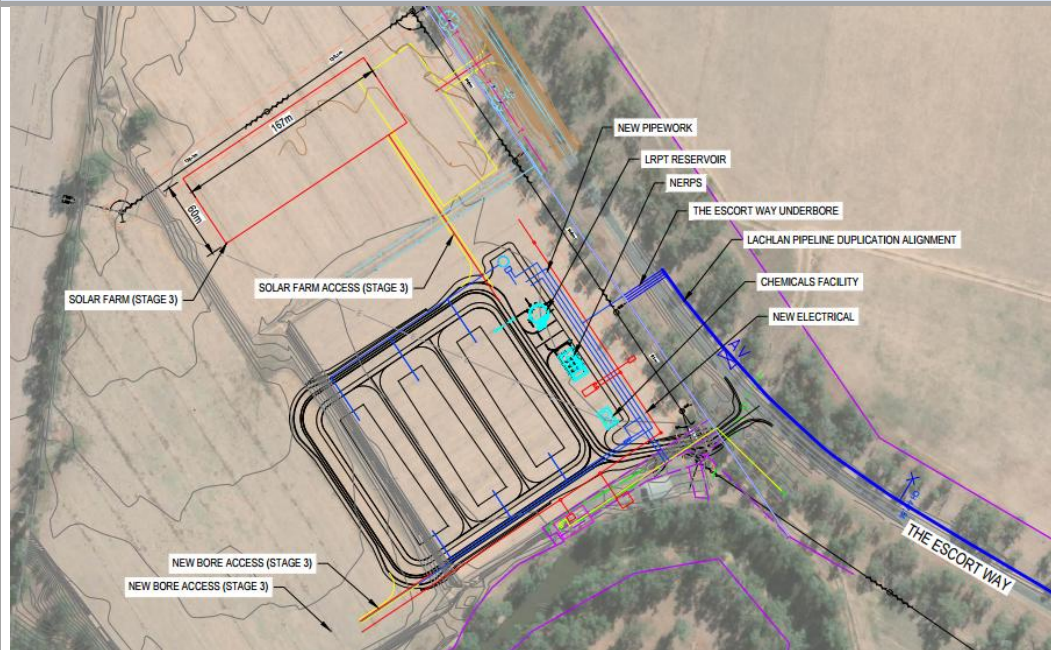
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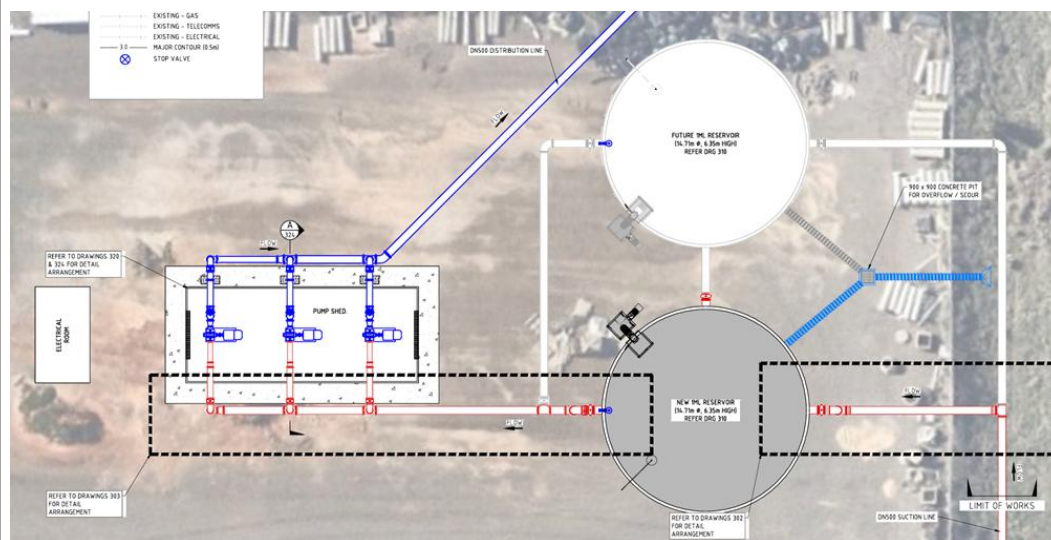
Infrastructure & Sustainability  
Major Projects & Current Works - July 2025



**Progress Photos**



Draft layout of the New Eugowra Road Pump Station



RRP – Proposed AkunaRoad Pump Station Draft Design



Infrastructure & Sustainability  
Major Projects & Current Works - July 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	\$44,086.94	\$2,557,721.97	\$73,062	\$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
ARIC Update; \$2,557,721.97 Cost to Date, \$61,266,245.46 EAC, \$22,900,000 SSWP Funded (\$2.75M SSWP Funded to Date), \$18,366,245.46 PSC Funded (\$3.4M Water Fund NPM Early Access Fees / \$15M TCorp Borrowings), seeking \$20,000,000 from NGW.							
<b>Project Details</b>							
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>							
<b>Task Completed</b>							
<ul style="list-style-type: none"><li>Survey has been completed from the LRP to the RWSL.</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>Responses to NWG RFIs have been completed.</li><li>Gap analysis completed on the GHD Detail Designs to be able to progress the project.</li><li>Action Plan developed 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>Roadmaps have been refreshed for the Environmental &amp; Planning Approvals and Access / Construction Easement Acquisitions.</li><li>Capital Intensity completed, including a Level 3 budget estimate review, Minimum Via Capital Cost (MVCC) process, and CAPEX planning.</li></ul>							
<b>Tasks forecast to be completed (next steps: 1-3 months)</b>							
<ul style="list-style-type: none"><li>Value Engineering required to coordinate scope with budget.</li><li>Design review to ensure a fit for purpose solution is developed.</li><li>Meeting with material suppliers to review material options &amp; construct-ability methodologies.</li><li>ECI RFI to be progressed to assess market conditions.</li><li>Updating Review of Environmental Factors (REFs) based on updated designs and funding arrangements.</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 - July 2025



- Continued stakeholder/ landowner engagement.
- Progressed Community engagement with Parkes Consultation Manager.
- Decision regarding capacity of infrastructure required (200L/s v's 400L/s).
- Project Control Group meeting with Stakeholders due in July 2025.
- SSWP reporting is ongoing.
- PSC Funding arrangements to be confirmed, refer above, including TCorp borrowing.

Evaluation reports received from Saunders Property, value in kind TBC....

Infrastructure & Sustainability  
Major Projects & Current Works - July 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	\$1,887,476	\$17,886.76	\$22,241.76	\$59,841.36	\$1,887,476		
<b>Project Status (RAG - Report):</b>		Critical (Red) / At Risk (Amber) / On Track (Green)					
		Scope	Budget	Schedule	Resources	Risks	Benefits
<b>Project Details</b>							
<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>							
<b>Tasks Completed</b>							
<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>• Stakes and guards ordered for 2025/2026 revegetation activities</li><li>• Contractor engaged for 2025 revegetation activities</li><li>• Prelim revegetation works undertaken</li><li>• Contractor engaged for nest box supply and installation</li><li>• Quote sought for hollow augmentation activities</li><li>• Quote sought for revegetation activities</li><li>• Risk assessment Workshop for boardwalk</li><li>• Place tubestock order for 2026</li></ul>							
<b>Tasks forecast to be completed</b>							
<ul style="list-style-type: none"><li>• Develop tender documentation for design/fabrication/installation of aquatic boardwalk</li><li>• Develop tender documentation for design/fabrication/installation of bird hides</li><li>• Develop RFQ for artwork</li></ul>							
<b>Progress Photos</b>							
Nil							

**15.2 PROPOSED AMENDMENT TO FEES & CHARGES 2025-26****IP&R Linkage:** **Pillar:** Environment**Goal:** Our community reduces, reuses and recycles waste**Strategy:** Provide waste services, minimise waste to landfill and promote the widespread adoption of recycling and waste reduction.**Author:** **Sharyn Ware, Waste Management Coordinator****Authoriser:** **Andrew Francis, Director Infrastructure and Sustainability****Annexures:** **Nil**

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**RECOMMENDATION**

That:

1. Council endorses the change to the charge for Fire Damaged House containing asbestos to be a charge by tonnage rather than volume.
  2. Council engages with the community prior to implementing the changes to the existing charges.
- 

**BACKGROUND**

Prior to 2017 only commercial and industrial waste producers were charged fees to dispose of waste at the Parkes Landfill.

After major improvements to the Parkes facility including provision of a Weighbridge, Council moved to introduce a fee system for all wastes deposited at the Parkes Waste Facility.

To ensure a realistic charge for fire damaged houses (a small bedsit home which was near burnt to the ground), Council introduced a charge for insurance estimates for demolition companies to use when quoting. This charge was for mixed demolition waste containing asbestos to a maximum of 80m<sup>3</sup>, after which normal waste rates applied.

This also aids home owners/Department of Housing in short-term removal of unsafe and hazardous damaged structures in the community.

**ISSUES AND COMMENTARY**

The Weighbridge used at Parkes Waste Facility provides only for a tonnage rate. There is a need for ease of use and transparency to change the cubic rate (volume) measurement to tonnes. This will allow for better understanding by users, weighbridge operators and waste staff who reconcile payments and issue invoices.

Currently the fee is \$6615 for the first 80m<sup>3</sup>. It is proposed to change this to \$6615 for the first 90 tonne, providing a \$73.50 per tonne price. This allows for a considerable disposal reduction on both friable asbestos (\$411 tonne), and construction and demolition waste (\$81.50 tonne). Metal is free. No green waste or other household materials will be accepted as part of this initial 90 tonne.

**LEGISLATIVE AND POLICY CONTEXT**

Local Government Act 1993, Protection of the Environment Operations Act 1997, Waste Avoidance and Resource Recovery Act 2001, Parkes Shire Waste Management Strategy 2022, NSW Waste and Sustainable Materials Strategy 2041, and NSW Illegal Dumping Prevention Strategy 2022-2027

**FINANCIAL IMPLICATIONS**

This would allow a clearer financial guide for customers, insurance companies, demolition companies and improved reconciliation for waste and financial reporting.

**RISK IMPLICATIONS**

It is imperative that the financial sustainability of council's waste management function is maintained and transparent.

**COMMUNITY CONSULTATION**

Under the Act, Council is required to advertise its fees and charges, including changes and additions that occur outside the IP&R process.

## 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. August 25 - Major Projects and Current Works - Operations [↓](#)

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#### RECOMMENDATION

That Council:

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

#### BACKGROUND

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

#### ISSUES AND COMMENTARY

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

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

#### LEGISLATIVE AND POLICY CONTEXT

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

#### FINANCIAL IMPLICATIONS

Projects have been allocated funding either from grants or Council funds as provided in the 2024/25 Operational Budget.

#### RISK IMPLICATIONS

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

#### COMMUNITY CONSULTATION

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

#### CONCLUSION

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

**OPERATIONS**  
**MAJOR PROJECTS & CURRENT WORKS - AUGUST 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	\$33,671	\$15,089,328	\$0	\$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 Gobonderry 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 – August 2025



**Task Completed**

- Project 1 Intersection MR350N and MR57 - Completed**
- Project 2 Gobondery to Tullamore- Completed**
- Project 3 South approach to Trundle– Completed**
- Project 4 Rail Crossing to Botfields Road - Completed**
- Project 5 Hutton Street – Bogan Gate - Completed**
- Project 6 Nelungaloo Road to Monumea Gap Road - Completed**
- Project 7 Crooked Creek and Billabong Creek Road realignment - Completed**

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

**Progress Photos**

*Project 1 – Intersection MR350N and MR57*





Operations  
Major Project & Current Works – August 2025



*Project 2 – Gobondery to Tullamore*



*Project 3 – South approach to Trundle*





Operations  
Major Project & Current Works – August 2025



*Project 4 – Rail Crossing to Botfields Road*



*Project 5 – Hutton Street – Bogan Gate*



Operations  
Major Project & Current Works – August 2025



*Project 6 – Nelungaloo Road to Monumea Gap Road*



*Project 6 – Nelungaloo Road to Monumea Gap Road*

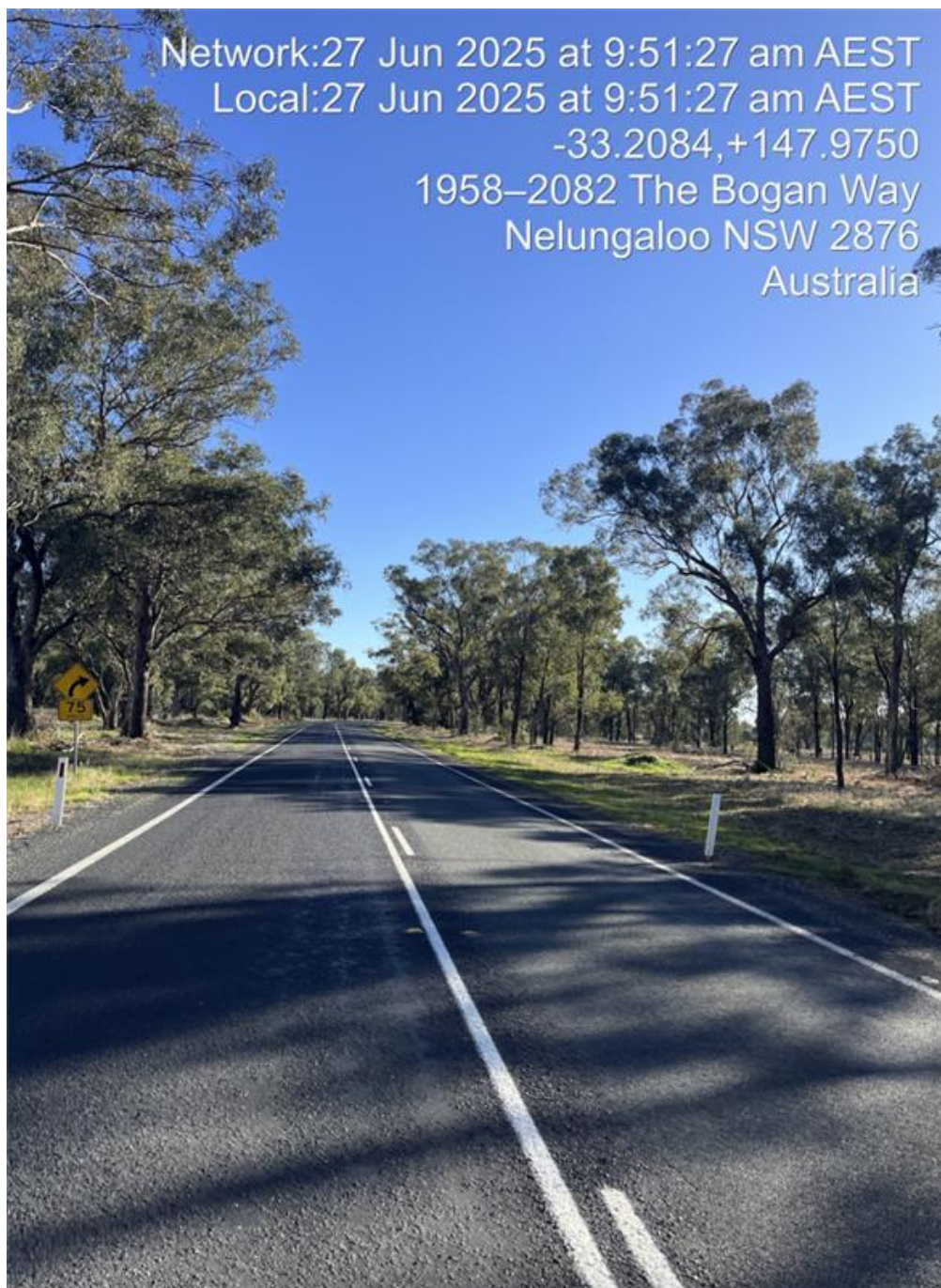




Operations  
Major Project & Current Works – August 2025



*Project 7 – Crooked Creek and Billabong Creek Road realignment*



Operations  
Major Project & Current Works – August 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	\$6,372	\$879,811	\$20,267	\$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.

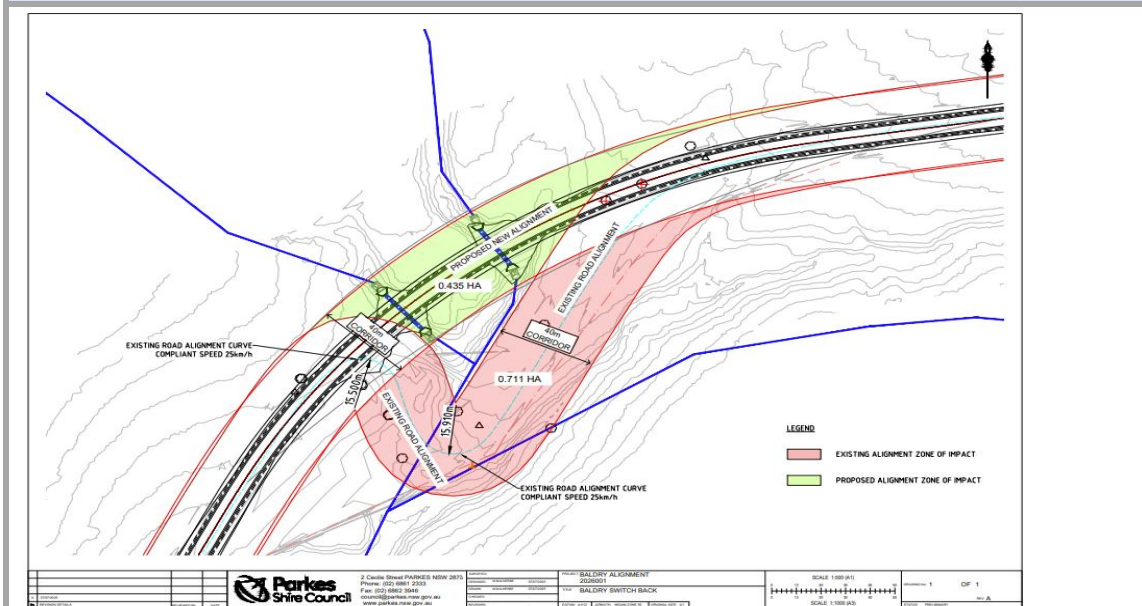
### Task Completed

- Stage 1 of the Peak Hill–Baldry Road project has been successfully completed.
- A presentation has been prepared combining 3D modelling and drone footage to support the funding variation submission for the bridge component. This illustrates the site's topography and explains constraints caused by heavy vehicle tracking paths overlapping.
- Design drawings have been developed to show the proposed road alignment encroachment through the switchback area, assisting ongoing discussions with National Parks.

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

- Council will seek feedback and re-engage with the funding body to request a variation, supported by a video presentation highlighting the bridge requirements for the proposed switchback, aimed at enhancing road safety.
- The start of construction for Baldry Stage 2 has been delayed due to adjustments within the Capital Works Program. Works are now anticipated to commence by the end of September, subject to operational priorities.
- Discussions continue with National Parks regarding the potential land acquisition needed for the switchback alignment.

### Progress Photos





Operations  
Major Project & Current Works – August 2025



Operations  
Major Project & Current Works – August 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	\$8,593	\$167,310	\$260,667	\$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.

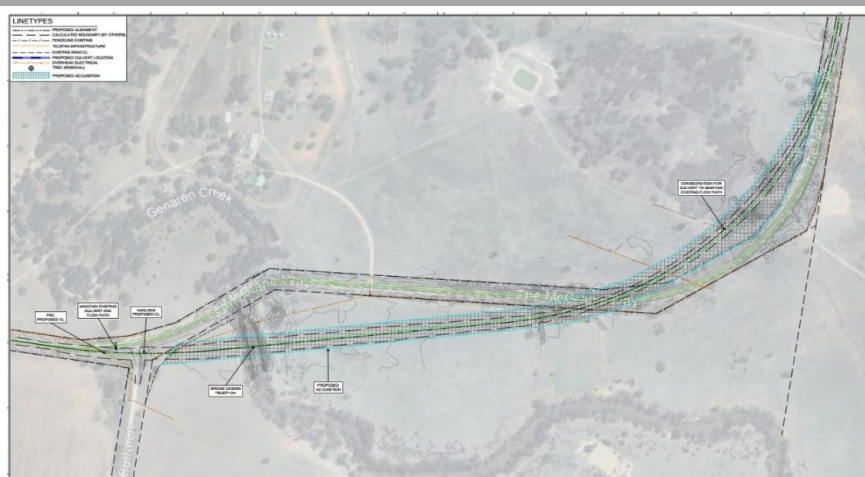
#### Task Completed (last month)

- Geotechnical investigations completed and awaiting report.
- Contract for Bridge Design and Construction awarded to Dearnu Pty Ltd
- Contract signed by contractor

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

- Sign contract and return executed copy to contractor
- Install new boundary fence for new alignment – partial to stockproof paddocks
- Tree removal in preparation for construction of approaches.
- Construct construction access along western approach to bridge
- Receive draft proposed bridge design
- Approval of proposed bridge design
- Commencement of bridge construction
- Finalisation of land acquisition

#### Progress Photos

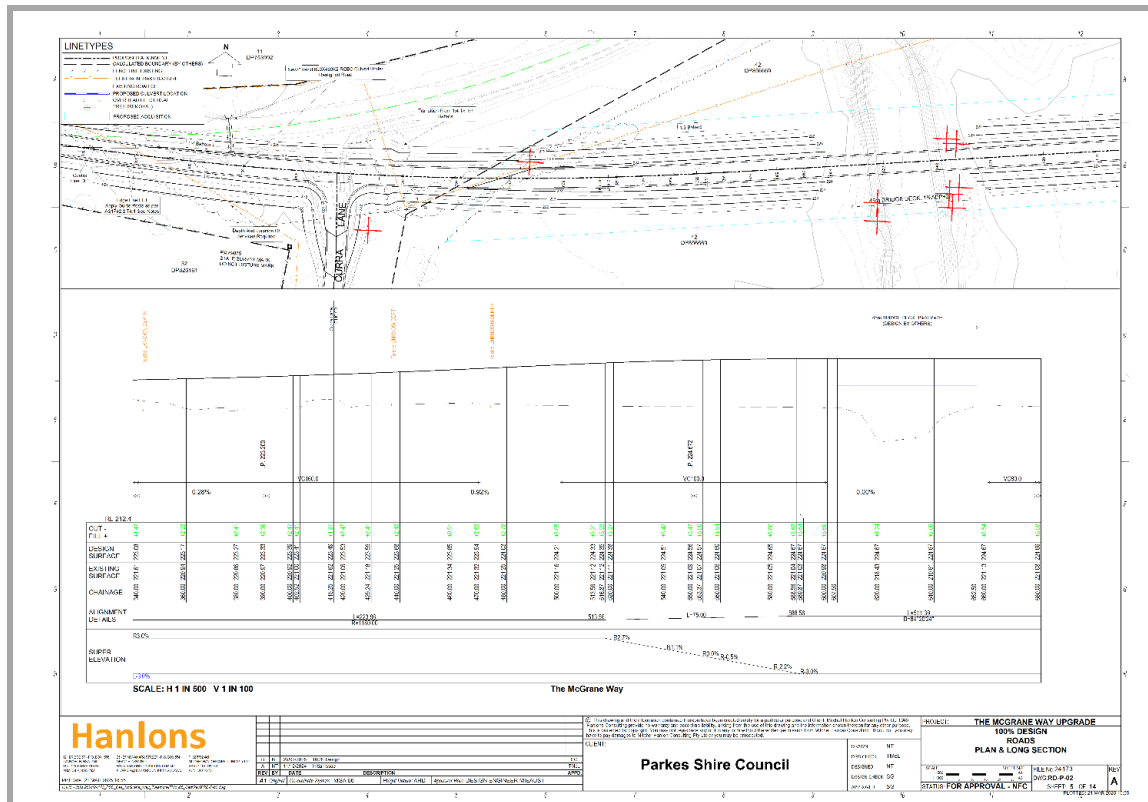






## Operations

### Major Project & Current Works – August 2025





Operations  
Major Project & Current Works – August 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	\$1,178	\$345,269	\$197,982	\$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

- Bulk earthworks

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

- Structure – footings, slab and framework
- Off site fabrication of structural steel and light weight frames/trusses
- Off site fabrication of main switchboard
- Off site fabrication of windows and doors
- Install inground services

#### Progress Photos

*Development Application design below*



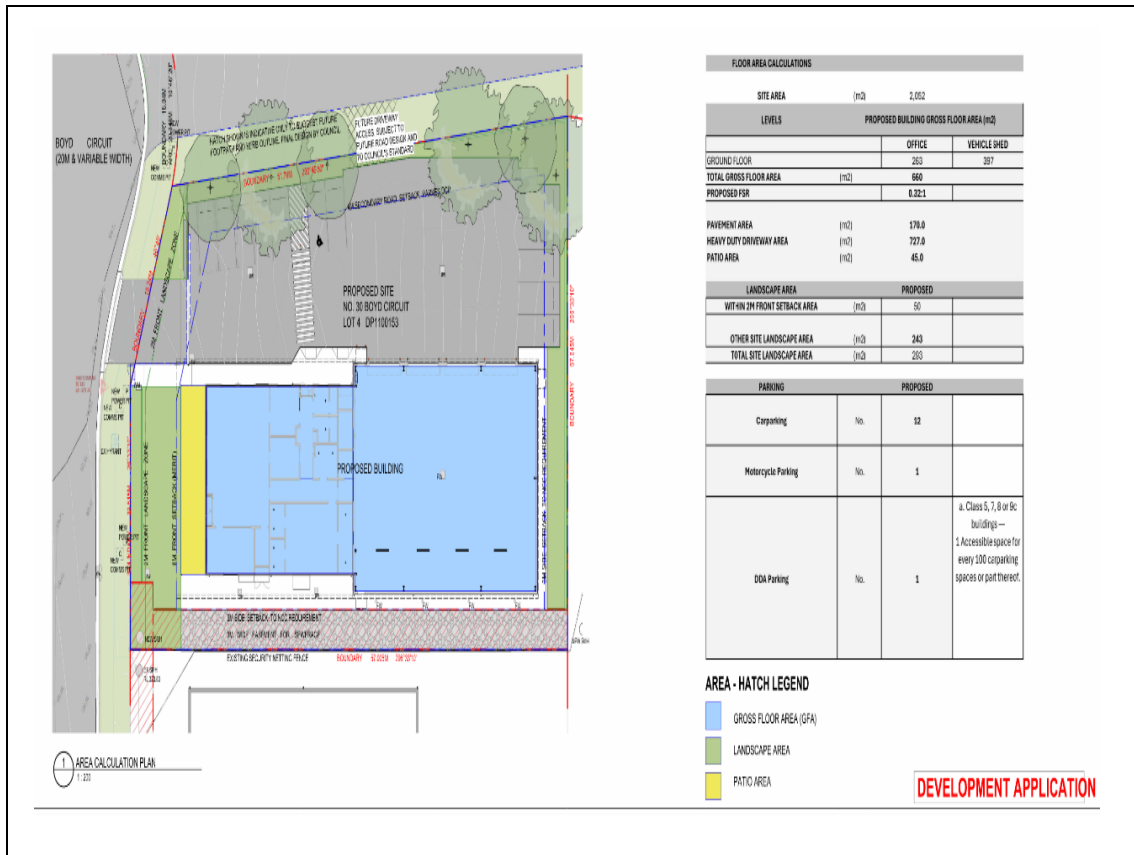


## Operations

### Major Project & Current Works – August 2025



Operations  
Major Project & Current Works – August 2025



Operations  
Major Project & Current Works – August 2025



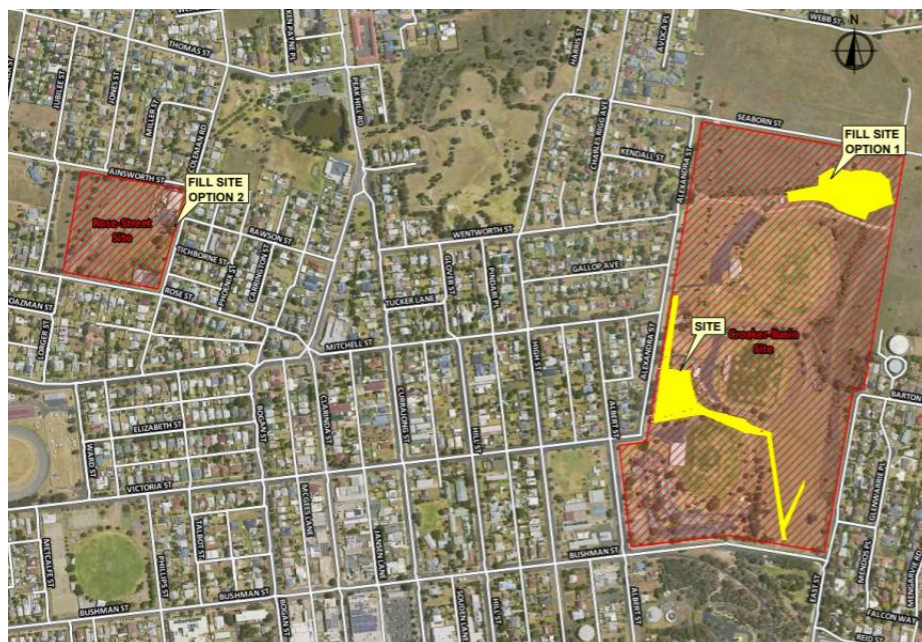
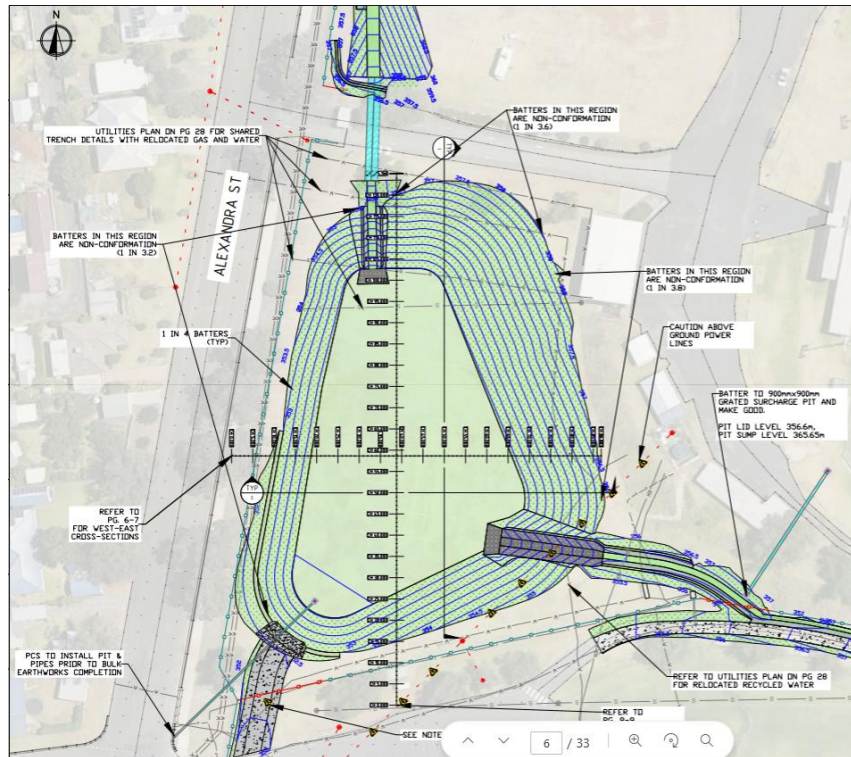
Croaker Park Detention Basin					
Due Date	Original Budget	Expenditure this month	Total Expenditure to date	Outstanding Commitments	Estimated total when works complete
Dec 2025	\$1,744,759 (Funded through R4R)	\$5,065	\$890,730	\$18,726	\$1,900,000
<b>Description of the Project</b>					
<p>This project involves the implementation of key flood mitigation measures aimed at reducing the impact of overland flow within the Parkes Central Business District (CBD), particularly along Main Street. The scope of works includes the following components:</p> <p><b>Detention Basin Construction – "Croaker Basin":</b></p> <ul style="list-style-type: none"> <li>Construction of a new detention basin designed to capture and temporarily store stormwater runoff from the surrounding catchment.</li> <li>Integration of the basin with surrounding drainage systems to improve stormwater management capacity.</li> </ul> <p><b>Surface Drainage Works:</b></p> <ul style="list-style-type: none"> <li>Construction of surface flow paths to intercept and direct overland flow into Croaker Basin.</li> <li>Works will extend to the entry points of North Parkes Oval and Pioneer Oval.</li> <li>Reprofiling and reshaping of the access road to Spicer Oval to support redirection of overland flow toward the basin.</li> </ul> <p>These combined works aim to reduce flooding risk, improve public safety, and increase the resilience of Parkes CBD to future storm events.</p>					
<b>Task Completed</b>					
<ul style="list-style-type: none"> <li>Construction drawings for the intersections have been finalised, with water service relocations, concrete excavation, and surface works underway.</li> <li>Virgin Excavated Natural Material (VENM) testing has been completed, and results have been received.</li> <li>The tender for the Bulk Earthworks package has been released to the market, with the site visit completed. Tenders have been received and will be presented to Council at the August meeting.</li> </ul>					
<b>Tasks forecast to be completed (next steps: 1-3 months)</b>					
<ul style="list-style-type: none"> <li>Construction of the Croaker Basin is scheduled to commence in early September.</li> <li>Surface works at Croaker, to be undertaken by PSC, are planned to begin in mid-September.</li> <li>Intersection road works at Clarinda and Victoria Streets are set to commence in October.</li> </ul>					



Operations  
Major Project & Current Works – August 2025



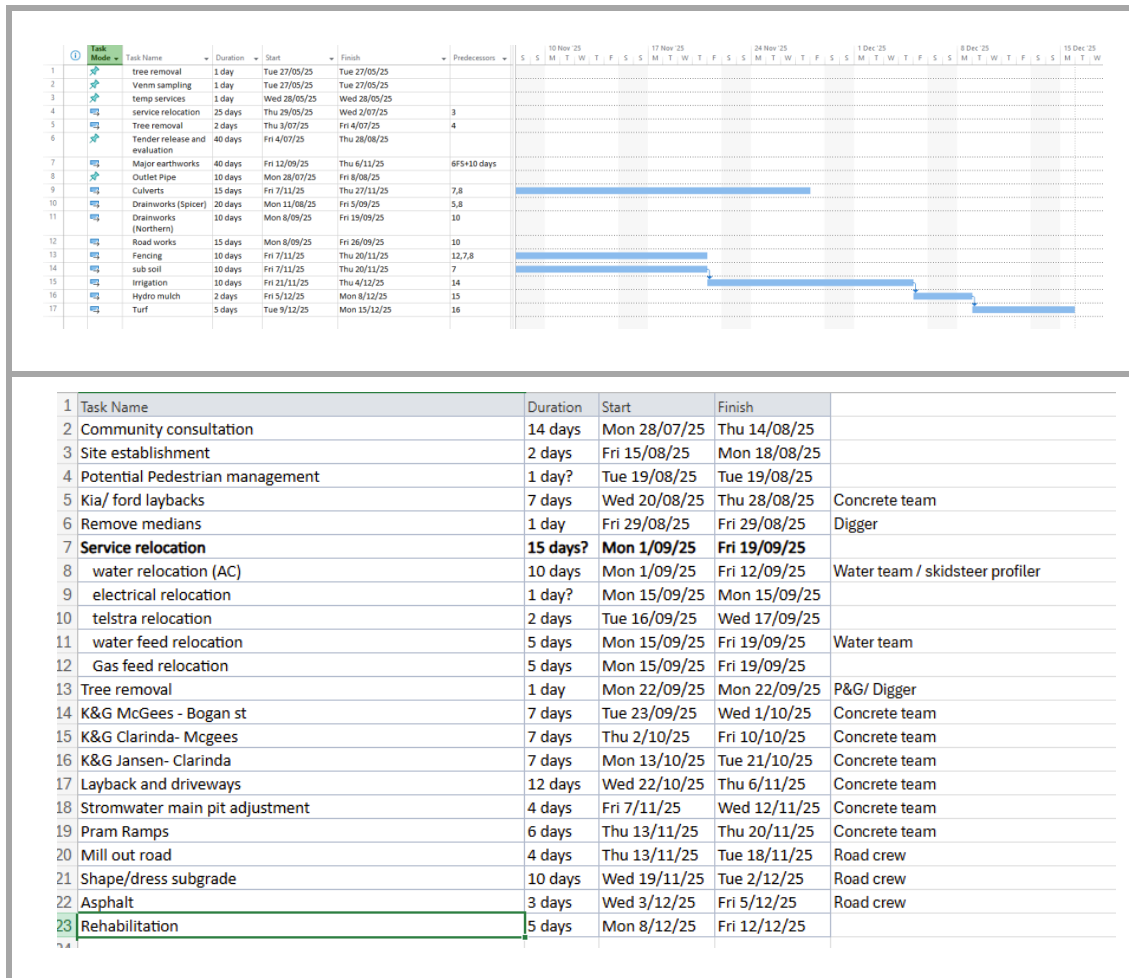
**Progress Photos**





## Operations

### Major Project & Current Works – August 2025



Operations  
Major Project & Current Works – August 2025

**Victoria & Clarinda Street Intersection Upgrade**

Due Date	Approved Budget	Expenditure this month	Total Expenditure to date	Outstanding Commitments	Estimated total when works complete
1/12/25	\$939,485 (Funded through R4R)	\$65,896	\$65,896	\$25,832	\$1,265,000

**Description of the Project**

This project involves the implementation of key flood mitigation measures aimed at reducing the impact of overland flow within the Parkes Central Business District (CBD), particularly along Main Street. The scope of works includes the following.

**Stormwater Diversion Roadworks – Victoria Street:**

- Roadworks along Victoria Street to redirect stormwater away from the Parkes CBD.
- Stormwater will be diverted eastward toward Bogan Street, reducing pressure on existing drainage within the CBD.
- Surface drainage improvements at the intersection of Victoria Street and Currajong Street.
- Additional drainage works at the intersection of Victoria Street and Clarinda Street to support the overall flood mitigation strategy.

These combined works aim to reduce flooding risk, improve public safety, and increase the resilience of Parkes CBD to future storm events.

**Task Completed (last month)**

- Service location
- Service relocation
- Survey set out
- Implemented road closures

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

- Road Construction
- Kerb and gutter construction
- Line Marking
- Rehabilitation



Operations  
Major Project & Current Works – August 2025



**Progress Photos**





Operations  
Major Project & Current Works – August 2025



### Enabling infrastructure for new housing development - Stage 1 Rose Street Parkes

Due Date	Approved Budget	Expenditure this month	Total Expenditure to date	Outstanding Commitments	Estimated total when works complete
Dec 2025	\$1,500,000	\$17,477	\$223,517	\$276,890	\$1,500,000

#### Description of the Project

##### Stage 1 Current Project (Lots 12-15 and 26-30)

Deliver 9 lots on the with the existing infrastructure in the area along the frontages of Rose Street and Ainsworth Street

- Obtain DA Mod for stage 1 of the subdivision (lots 12-15 and 26-30)
- Complete detailed design and obtain Subdivision Works Certificate
- Construct the OSD for the full subdivision if funding permits
- Upgrade any sewer or potable water to services for the all the lots
- Construct other utilities required e.g. power, lighting, NBN and inter-allotment drainage for stage 1
- Construct other retaining walls/ swales in future stages to direct flows to the OSD
- Construct footpaths and landscaping in accordance with Urban design plan

##### Stage 2 – Future works (lots 1-11 and 16-21)

- Construct the new roads and infrastructure
- Construct remaining utilities to service the lots e.g. power, lighting, sewer, water, NBN and inter-allotment drainage
- Construct remaining retaining walls for stage 2
- Earthworks for remaining lots
- Footpaths and landscaping

#### Task Completed (last month)

- RFT retaining walls
- RFT Electrical
- Site establishment

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

- Cast all retaining wall components on site
- Finalise design plans and obtain SWC for stage 1
- Release Construction Tenders (Civil) to open market
- Assess electrical tenders and engage contractor
- Obtain approval for electrical design from EE
- Refine draft construction program
- Assess tenders and select contractor
- Commence civil works

Operations  
Major Project & Current Works – August 2025



**Progress Photos**



Operations  
Major Project & Current Works – August 2025



### Bogan Road Upgrade – Remote Roads Pilot Program

Due Date	Approved Budget	Expenditure this month	Total Expenditure to date	Outstanding Commitments	Estimated total when works complete
Dec 2025	\$3,986,000	\$222,288.85	<b>\$2,745,467</b>	\$438,387	\$3,986,000

#### Description of the Project

Extension of seal for approximately 4kms including horizontal and vertical alignment improvements, upgrade of 3 causeways to improve freight efficiency and HML access and resheet 16kms unsealed road to improve drainage, horizontal and vertical alignment and pavement profile.

#### Task Completed (last month)

- Resheeting of 9km has been completed
- 3 cell culvert and causeway build

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

- 3 cell culvert and causeway build
- Re-sheeting on remainder 7km
- Table drain surface works

#### Progress Photos



Operations  
Major Project & Current Works – August 2025





**16.2 LOCAL TRAFFIC COMMITTEE - NEW DELEGATION**

<b>IP&amp;R Linkage:</b>	<b>Pillar:</b> Leadership <b>Goal:</b> An informed community <b>Strategy:</b> Deliver communication that is open, accessible, meaningful, and regular across a range of media.
<b>Author:</b>	<b>Ben Coultas, Senior Design Engineer</b>
<b>Authoriser:</b>	<b>Logan Hignett, Director Operations</b>
<b>Annexures:</b>	<b>A. Attachment 1 - Guide to Instrument</b> <a href="#">↓</a> <b>B. Attachment 2 - Fact Sheet - Implementation</b> <a href="#">↓</a>

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**RECOMMENDATION**

That:

1. Council receive and note the information within the report.
  2. Council continue to operate the Local Traffic Committee (LTC) in its existing format for a trial period of six (6) months, adopting the updated naming conventions required by Transport for NSW, and convening meetings on an “as needs” basis rather than at fixed quarterly intervals.
  3. Council officers monitor the implementation of the new 2025 Authorisation and Delegation Instrument across the local government sector, consult with relevant stakeholders, and report back to Council at the conclusion of the trial period with recommendations for any permanent changes to the existing process’.
  4. That the Local Traffic Forum (LTF) meet on an “as needs” basis rather than a fixed quarterly schedule, with meetings convened only when there are substantive matters requiring consideration.
- 

**BACKGROUND**

Transport for NSW (TfNSW) has implemented a new Authorisation and Delegation Instrument in July 2025, replacing previous delegations and introducing significant structural and procedural changes to the way councils consider certain traffic matters. The Local Traffic Committee (LTC) is now renamed as the Local Traffic Forum (LTF), and the categories of matters requiring formal referral to the LTF have been revised.

Under the new framework, some matters previously considered by the LTC will no longer require formal referral to TfNSW, and councils will have greater discretion to determine the level of consultation required for those matters. While the changes aim to streamline processes, they also reduce the range of matters subject to formal, minuted discussion, which has historically provided transparency and a clear audit trail for decisions affecting local traffic management.

**ISSUES AND COMMENTARY**

The introduction of the 2025 Authorisation and Delegation Instrument fundamentally changes the role of the Local Traffic Committee, now referred to as the Local Transport Forum (LTF). The new framework reduces the range of matters requiring referral to the LTF, with only a narrow set of traffic management proposals now mandatorily referred.

While the changes are intended to streamline decision-making, concerns have been raised with the potential loss of a formal, minuted decision-making forum. Historically, LTC meetings have provided

a structured workflow for community raised traffic matters, ensuring they are formally minuted, considered by technical representatives, and brought to Council with clear recommendations.

Under the new model, many matters such as the recent McGee's Lane one-way proposal, would not require referral to the LTF. Without this process, there is a risk that community consultation and transparency could be diminished, and that traffic management decisions may proceed without the same level of public visibility or documented record.

To address these concerns while still complying with TfNSW requirements, it is proposed that:

- Council adopt the new naming conventions (Local Transport Forum) and acknowledge the updated delegation framework.
- Council retain the existing LTC-style process and meeting structure for a six-month trial period to ensure continuity in governance, community engagement, and record-keeping.
- This approach will maintain the benefits of formal agendas, minutes, and action tracking, while allowing Council to gain a practical understanding of the new framework's implications.
- During the trial, officers will consult with other councils and industry stakeholders to determine emerging best practice and report back with a recommended long-term approach.

This transitional approach provides compliance with TfNSW direction while mitigating potential reputational and operational risks linked to the removal of the existing, well-understood LTC process.

A further change allowed under the new delegations is the removal of the fixed quarterly meeting requirement. Councils may now determine the meeting frequency of the Local Traffic Forum. It is proposed that Parkes Shire Council adopt an "as needs" basis for convening the Forum, ensuring that meetings are only held when there are substantive matters to consider. This will improve efficiency and avoid calling meetings solely to satisfy an arbitrary timeframe.

## **LEGISLATIVE AND POLICY CONTEXT**

The Local Traffic Committee previously operated under delegations from TfNSW issued under Section 50 of the Transport Administration Act 1988. The 2025 Authorisation and Delegation Instrument replaces these delegations, redefining the scope and structure of traffic management decision-making in NSW.

Key changes include:

- Renaming the Local Traffic Committee to the Local Traffic Forum;
- Narrowing the categories of matters requiring formal LTF consideration; and
- Allowing councils more discretion to manage certain matters internally.

The new instrument requires councils to comply with updated terminology and procedural requirements to maintain TfNSW authorisation. However, councils are not prevented from applying more rigorous internal processes if desired.

## **FINANCIAL IMPLICATIONS**

There are no direct financial implications arising from the adoption of the new delegations or continuation of the LTC-style format during the trial period. The operational costs associated with convening and minuting meetings are already accounted for within existing budgets.

However, the streamlined LTF process may, over time, lead to reduced administrative burden if fewer matters are formally referred, though this is not expected to materially impact costs during the trial period. Conversely, retaining the LTC format temporarily ensures no loss of resourcing efficiency and maintains continuity in stakeholder engagement.

## **RISK IMPLICATIONS**

Under Council's adopted Risk Appetite Statement (May 2025), risks associated with governance, decision-making transparency, and community engagement are considered moderate, with a preference for structured, well-documented processes.

The primary risk arising from the new delegations is a potential reduction in transparency and community involvement if certain traffic matters bypass formal meeting processes. This could lead to reputational damage or community dissatisfaction, particularly for contentious traffic changes.

The proposed six-month trial mitigates this risk by retaining the LTC's established meeting, reporting, and consultation processes while complying with TfNSW requirements. This balanced approach aligns with Council's moderate risk appetite for governance and service delivery.

## **COMMUNITY CONSULTATION**

The Local Traffic Committee process has, over many years, served as a transparent and structured avenue for community representation and input on local traffic matters. Through public meeting agendas, formal minutes, and follow-up action tracking, this process has ensured that local stakeholders, including user groups and residents, have been able to raise and address concerns in a formal, documented manner.

The new TfNSW framework reduces the scope of matters requiring formal referral to the LTF, potentially reducing the visibility of some decisions to the community. Maintaining the existing LTC style meeting format for a six-month trial period will:

- Preserve the established practice of community access and participation;
- Provide a clear and transparent record of discussions and outcomes;
- Allow Council to consult with key stakeholders, including the local community, road user groups, and industry representatives, before determining the long-term governance model for traffic matters.

Community consultation during the trial will include seeking feedback from regular LTC participants, local interest groups, and other councils to ensure Parkes Shire Council's final approach reflects both compliance requirements and community expectations for transparency and engagement.



Transport  
for NSW

# A guide for councils using the Authorisation and Delegation Instrument

*Prescribed Traffic Control Devices  
and Regulation of Traffic*

July 2025

[transport.nsw.gov.au](https://transport.nsw.gov.au)



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## Introduction

This guide is a reference for councils and others who use the 2025 Authorisation and Delegation Instrument. It is intended to promote a consistent understanding of what can be a complicated mix of legislation, regulation, and practice.

For simplicity, the *Authorisation and Delegation – Prescribed Traffic Control Devices and Regulation of Traffic* is referred to as ‘the Instrument’.

This guide addresses the following questions:

- Why does Transport authorise and delegate?
- What powers are being authorised and delegated?
- Why would council use the Instrument?
- What are Local Transport Forums and how should they operate?
- What kinds of works need to be coordinated with Transport and others?

For the most up-to-date information and references, please refer to Transport’s website.

## Why does Transport authorise and delegate?

Councils manage most of the roads and streets on which the people of NSW live, work, and play. These streets perform many functions. They may be the quiet streets of a residential neighbourhood, busy corridors for the movement of goods and people, or the venues for events, commemorations, and celebrations.

Councils in NSW are well-placed to manage local roads, responding to the needs and aspirations of their community. By extending some of its own powers to councils, Transport enables councils to manage streets more efficiently.

The Instrument itself serves two purposes: It authorises councils to use the signs, markings, and devices that appear in the *Road Rules 2014* and are known as ‘prescribed traffic control devices’; and it allows council to ‘regulate traffic’ on an unclassified road for purposes that go beyond roadwork, such as closing a road to allow an Anzac Day march.

It is important to note that councils already have powers to carry out road work and traffic control work, and to regulate traffic while doing so. The Instrument provides powers to use the most common ‘prescribed’ devices, but in many cases, council will not need to use it.

This version of the Instrument reinforces the principle that the functions of Transport delegated to councils by the Instrument may be exercised with wide discretion. It does not seek to limit council’s powers under the *Roads Act 1993* on unclassified roads (for instance the ability to carry out traffic control work under s87), nor to second-guess decisions made by councils under authority or delegation. The focus of the Instrument is to facilitate coordination and knowledge sharing, while taking a risk-based approach to proposals and works that might affect road safety, public transport, or the operation of the classified road network.

## Legal context

*Please note that this section is not to be taken as legal advice. Users should seek their own legal advice.*

The legal framework for the Instrument is found across the *Transport Administration Act 1988*, the *Roads Act 1993*, and the *Road Transport Act 2013*.

The ***Transport Administration Act 1988*** establishes Transport and sets out its broad functions across all legislation relating to the management of roads and traffic across NSW. It authorises Transport to delegate some of its functions to councils (and for councils to further sub-delegate).

This Act defines the term ‘*traffic control facility*’ to include all signs, markings, structures or devices that advise or warn a driver; all signs, markings, structures, or devices that compel a road user to do (or not do) something; and any bridge or underpass for pedestrian use. Refer to the

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Glossary for a full definition.

The **Roads Act 1993** sets out and divides responsibilities and road management functions between Transport and other roads authorities such as councils.

Part 6 of the Act provides that “*traffic control work*” – which is work involving a “*traffic control facility*” – may be carried out by Transport on any public road, transitway, and any road or road related area used by motor vehicles, cyclists, pedestrians, or animals, and including road shoulders, nature strips, and other road adjacent areas (whether a public road or not).

An appropriate roads authority (usually council) may carry out those works on unclassified roads and all the other road related areas mentioned above, unless Transport has notified the roads authority that it intends to carry out works on that road or road related area (s87).

Part 8 of the Act provides Transport with a broad power to regulate traffic (i.e. restrict or prohibit passage along a road) for any purpose. Roads authorities may regulate traffic in a more limited set of defined circumstances – such as to give effect to traffic control work under Part 6 – or to give effect to some other function authorised or required by any legislation.

While councils have powers under s87 to carry out traffic control work, there are circumstances which arise commonly outside of that scope, and where the delegation to *regulate traffic* in the Instrument can assist councils.

Street markets or marches, for example, are not ‘*traffic control work*’ or road work for which the *Roads Act 1993* ordinarily allows councils to regulate traffic. To regulate traffic for a purpose that isn’t permitted by the defined circumstances in the Act (such as to open a road for a street parade, market, or similar), a council would need to apply to Transport for approval, advertise the proposal for 28 days, and forward any submissions to Transport before it may do so. By using the Instrument – and in doing so exercising Transport’s power to regulate traffic for any purpose – no advertising or approval is necessary and only the conditions of use of the Instrument need to be followed.

The **Road Transport Act 2013** establishes and governs road transport law in NSW. While the *Roads Act 1993* allows for the building of traffic control facilities, signs, lines, structures etc., Part 5.3 of the *Road Transport Act 2013* requires that a person hold appropriate authority from Transport to install, display, interfere with, alter, or remove a ‘*prescribed traffic control device*’. Unauthorised use of a device is subject to penalties, and Transport may order the unauthorised device to be removed and recover any expenses in doing so.

Some traffic control facilities are not ‘prescribed’ and do not require the authorisation provided by the Instrument. Speed cushions are one example. However, many other works, such as installing a roundabout, will involve installing a ‘*prescribed traffic control device*’ - which is a device that a road user must obey under the road rules – or they may be liable for a fine. All regulatory signage, and some markings, devices, and structures are ‘*prescribed traffic control devices*’. Refer to the Glossary for a full definition.

This Instrument provides councils with Transport’s authorisation to use prescribed traffic control devices, subject to the stated conditions in Schedule 4.

Finally, the power to establish and operate special event parking schemes delegated through provision (c) of the Instrument arises from the *Road Transport (General) Regulation 2021*, which sits under the *Road Transport Act 2013*.

## Understanding the Instrument

The Instrument is a single consolidated document that replaces the Delegation to Councils (issued in 2011) and Temporary Delegation to Councils No.2 (issued in 2023), which are now no longer in force. The Instrument can be summarised as follows.

Clause (c) delegates Transport’s power to regulate traffic for any purpose, subject to Schedule 4.

Clause (c) also delegates the power to establish and operate a special event parking scheme, subject to Schedule 4.

Clause (e) provides authorisation in writing for the use of prescribed traffic control devices (regulatory signs, lines, markings, etc.), subject to Schedule 4.

**Note:** The authorisation given under clause (e) of the Instrument is referred to throughout Schedule

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*4 as the 'prescribed traffic control device authorisation'. For clarity, the authorisation allows delegates to install, display, etc. those devices and extends to the engagement of third parties (such as developers, road construction contractors, etc.) to install and display any such devices as a consequence of a delegate's decision and approval under the Instrument.*

Clause (d) enables councils to sub-delegate the functions and powers of the Instrument to their general manager or staff. Councils should set up their own instruments for this purpose to ensure the appropriate staff are carrying out functions lawfully.

Clause (f) provides consent for the temporary use of portable traffic control lights in accordance with Transport's Traffic Control at Work Sites Manual.

Clause (g) clarifies that non-compliance with any of the conditions and limitations in Schedule 4 means that the Instrument does not apply. In such a situation, any authority or delegation under the Instrument to exercise the function is taken not to have been given, and councils may be liable to the consequences of acting without authority or delegation.

The following subsections are structured and numbered in accordance with the conditions and limitations set out in Schedule 4 of the Instrument.

### Where can council use the Instrument? (Condition 1)

#### **Condition 1: Scope of Authorisation and Delegation**

A delegate must not exercise a function listed in Schedule 1 of this Instrument and may not use the prescribed traffic control device authorisation:

- (a) outside its local government area as constituted under the *Local Government Act 1993*;
- (b) on a road or part of a road classified under the *Roads Act 1993* as a Freeway, Controlled Access Road, Tollway, or Transitway; or
- (c) on any road identified with the 'Administrative Category' of 'State' in the '*Schedule of Classified Roads and Unclassified Regional Roads*' (as published and amended from time to time by Transport for NSW), except with the consent of Transport for NSW.

Councils may only perform functions under the Instrument in their own local government area and generally on unclassified roads (often referred to as 'local' roads). Note that in some cases (e.g. some light rail or bus corridors) classification may vary across the road or across different levels of the road.

Further, the roads listed in (b) above aside, the classified roads on which councils are not permitted to use the Instrument are those that have been administratively classified as 'State Roads' – which may not necessarily be all classified roads. Road classification may be confusing due to the use of both statutory classifications (under the *Roads Act 1993*) and administrative classifications. Statutory classifications define the status of roads for the purposes of the *Roads Act 1993*, while administrative classifications set out "who is responsible for the road" for the purpose of operational management, including where the NSW Government takes over the responsibility and funding of more significant roads (i.e. 'State Roads').

The Schedule of Classified Roads and Unclassified Regional Roads is available online, as is a comprehensive map of NSW road network classification.

The Instrument may only be used by councils on State Roads if *written consent* from Transport has been obtained. The Local Transport Forum may be the appropriate starting point for such consent to be obtained – the Transport representative on the Local Transport Forum may act as a point of contact for consent to be sought. It must be noted however that Transport consent in this situation is required from Transport itself – not from Local Transport Forum. The Local Transport Forum may still review the proposal, but formal Transport consent is a prerequisite before council can use this Instrument on State Roads.

#### **Traffic signals**

Under section 87 of the *Roads Act 1993*, the construction, erection, installation, maintenance, repair, removal, or replacement of a traffic control light may not be carried out otherwise than by or

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with the consent of Transport. The Instrument does not provide that consent except in relation to portable traffic control lights (see clause [f]).

When using the Instrument, councils should engage with Transport – either directly or via the Local Transport Forum – in advance of undertaking any works that are likely to affect the operation of a traffic signal.

Prior engagement with Transport will ensure that unintended negative consequences for traffic signal operations are avoided.

## How does the Local Transport Forum work? (*Condition 2*)

### Condition 2: Local Transport Forum

- (a) A delegate must convene a Local Transport Forum to which a representative from each of the following is invited to attend:
  - (i) the delegate
  - (ii) Transport for NSW
  - (iii) NSW Police Force
  - (iv) The local Member(s) of Parliament
  - (v) The operator of any public passenger service likely to be affected by traffic control work proposed by the delegate
- (b) A delegate may invite any other person to attend the Local Transport Forum.
- (c) A delegate may seek technical advice from the Local Transport Forum regardless of whether this Instrument is being used.
- (d) The Local Transport Forum is to provide advice to the delegate on any matter put before it for advice.
- (e) A delegate must consider any advice provided by the Local Transport Forum.

One of the longstanding conditions of Transport's delegation of powers is that local roads authorities convene a body where proposals can be discussed, reviewed, and coordinated. This guide explains how Local Transport Forums (previously known as Local Traffic Committees) should operate and sets out the proposals they may or must consider.

The Local Transport Forum replaces the Local Traffic Committee. The change of name reflects its function and focus as an advisory body dedicated to technical advice, information sharing, and coordination on matters related to transportation, movement, and accessibility. It is not an approval body, nor does it make decisions.

The Local Transport Forum is not a committee as defined and understood in the *Local Government Act 1993*.

### Function and responsibilities

Functions of the Local Transport Forum include:

- collaboration between agencies involved in transport management
- advice on street design, infrastructure, and traffic control facilities
- coordination of planned events and activities
- advice and information sharing on transport plans, policy, and management
- ensuring a public record of decisions relating to roads and streets

There is no voting at the Local Transport Forum, as councils are exclusively responsible for decisions they take on their roads. Members and attendees are to provide advice in good faith, share information, and coordinate activities and plans. Council is obliged to consider any advice provided by the Local Transport Forum, but any decisions – and the exercise of an authorised or

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delegated function itself – are the sole responsibility of council regardless of the advice of the Local Transport Forum.

**Membership**

The Local Transport Forum is convened by council. Council's role is that of both *proponent* and *decision-maker*. Council is the representative for all community interests (residents, businesses, etc.) and responsible for all road users – including public transport – and road safety.

There are three further mandatory invitees to every meeting of the Local Transport Forum:

- Transport for NSW  
*responsible for collaborative coordination and provision of advice regarding state-level interests (public transport, operation of state road network operation and safety, guidance and standards, etc.)*
- NSW Police Force  
*responsible for provision of advice related to Police expertise, such as public safety, event management, highway patrol, enforcement, etc.*
- the local Member(s) of NSW Parliament  
*responsible for provision of advice regarding community interests (residents, businesses, etc.)*

It is also mandatory to invite the operator of any public passenger service likely to be affected by a proposal to carry out traffic control work to any meeting where that proposal is being reviewed. Most commonly, this will be local bus operators. Depending on local context and service density, it may be beneficial for councils to issue a standing invitation to public passenger service operators in their area. It is the responsibility of the relevant operator to attend and/or to return feedback to council if otherwise unable to attend. Failure to do so when appropriately invited does not prevent council from proceeding with a proposal.

Multiple representatives may be invited where proposals affect more than one state electorate or Police Area Command. Council is also encouraged to invite any other person who may add technical expertise and value to the Local Transport Forum. Examples include – but are not limited to – road safety practitioners, urban designers, planners, local advocacy groups (such as those for mobility-impaired residents, cyclists, pedestrians, etc.), representatives from Local Health Districts or schools, and other subject matter experts as relevant.

A quorum for a meeting of the Local Transport Forum is one representative in attendance from each of council and Transport.

**Administration**

The Local Transport Forum is administered by council, which may decide the frequency and format of meetings.

Attendees must be:

- provided with the meeting agenda at least seven (7) calendar days in advance of the meeting (unless otherwise agreed by members)
- afforded the opportunity to review meeting minutes prior to finalisation
- be provided with a copy of the finalised meeting minutes

The meeting agenda must:

- include sufficient information to review any proposals or items submitted for advice
- clearly distinguish between items referred for advice, tabled for-information-only, and raised for general discussion

The meeting minutes must clearly record:

- invitees and attendance
- items discussed
- key advice provided



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- any for-information-only records or reports tabled

### Referring proposals for advice (*Condition 3*)

#### Condition 3: Mandatory prior referral of some proposals

- (a) A delegate must refer to the Local Transport Forum any proposal to exercise a function listed in Schedule 1 of this Instrument or to use the prescribed traffic control device authorisation where that proposal would:
- for a period exceeding **6 months**:
- (i) restrict or prohibit passage along a road of any persons, vehicles, or animals; or
  - (ii) compel or prevent a turn from one public road to another public road;
- or
- for a period exceeding **24 hours**:
- (iii) prevent, impede, or hinder the safe or efficient operation of a public passenger service; or
  - (iv) prevent access to a public transport station, stop, wharf, or service; or
  - (v) remove or render less effective any bus priority measure.
- (b) Following consideration of advice provided by the Local Transport Forum, the delegate may proceed with the proposal unless the Transport for NSW representative advises the meeting of the Local Transport Forum that Transport for NSW will be submitting a Statement of Concern within seven (7) days.
- (c) If a Statement of Concern has been provided to the delegate in accordance with clause (b) above, the delegate may not exercise the relevant function until a further seven (7) days after it has circulated to the members of the Local Transport Forum a written response addressing the Statement of Concern and the delegate's reasons for proceeding to exercise the function.

Conditions 3(a)(i-ii) of the Instrument are intended to capture proposals that '*regulate traffic*' as defined in the *Roads Act 1993*. Aside from interfering with the common law right of passage on a public road, proposals that regulate traffic may create challenging outcomes – both positive and negative – and must be referred to the Local Transport Forum for coordination, input, and advice.

#### **NOTE**

'**Regulate traffic**' is a technical term that is formally defined in the *Roads Act 1993*. It means "*restrict or prohibit the passage along a road of persons, vehicles, or animals*". If a proposal does not prohibit or restrict passage, it is not regulation of traffic.

For the purposes of the Instrument, 'restrict passage' should be understood to mean a partial constraint that does not constitute prohibition or prevention of passage (such as passage only during particular times or for particular purposes). Most commonly, this is by way of compelling or preventing a turn by road users from one public road to another public road (where passage along the road is retained but can only be undertaken if approached/accessed in a specific way, or at a specific time).

For clarity, works that may affect vehicle speed or road capacity (e.g. speed cushions, roundabouts, reductions in road lanes, changes to parking controls, etc.) do not constitute restrictions or prohibitions on passage and are not regulation of traffic.

Given the critical importance of public transport in NSW, conditions 3(a)(iii-v) apply the same obligation of mandatory prior referral to the Local Transport Forum to any proposals that have the potential to negatively affect the operations of public passenger services. Please note that there are some existing legislative protections (such as s144B of the *Roads Act 1993*) for other parts of the broader rail and transport network which also must be complied with.

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The following table provides examples of different types of common works and proposals to aid practitioners in understanding what must be referred to the Local Transport Forum in advance of implementation. Further information can be found on Transport's website.

### Examples

1. Council develops a traffic calming proposal for a residential neighbourhood that would prevent left turns into some side streets. The proposal uses physical changes and No Left Turn signs. This is a restriction on passage along those roads. It **must be referred** to the LTF prior to implementation.
2. Council proposes to install a roundabout at a four-way intersection with speed cushions on approach to improve road safety. All turn movements are maintained and reducing vehicle speed does not constitute a restriction on passage, so prior referral to the LTF is **optional** at the discretion of council.
3. Council proposes to trial preventing motor vehicle access along a side street every weekday during lunch hours to provide space for tables and chairs for local restaurants. The proposal prohibits passage of vehicles along the road and thus 'regulates traffic', but the trial is only for 6 months, so prior referral to the LTF is **optional** at the discretion of council.
4. Council proposes to install a series of kerb islands with street trees in the kerbside lane to beautify a local shopping area. Changes to parking arrangements – including adjustments to permissive parking times and No Stopping zones – are also implemented. Parking is reduced but the changes do not restrict or prohibit passage along the road. Prior referral to the LTF is **optional** at the discretion of council.
5. Council is working with a private event organiser planning an on-street charity running event. The event will require preventing motor vehicle access along a number of different roads through town – including the main street on which a bus service operates. Prohibiting passage of vehicles along the roads is regulation of traffic, and there is a direct negative effect on operations of the bus service, but traffic controls are in place for less than 24 hours, so prior referral to the LTF is **optional** at the discretion of council. Council is, however, obliged to consult with the operator of the bus service at least 7 days' prior.
6. Council is hosting a food & drink festival along the main street of town that will involve preventing motor vehicle access for 3 days. The proposal prohibits passage of vehicles along the roads and thus 'regulates traffic'. It will also prevent access to bus stops and efficient operation of bus services. The traffic regulation is in place for less than 6 months, but the effects on public transport operations last for more than 24 hours. As a result, it **must be referred** to the LTF prior to implementation.
7. Council proposes to ban trucks and buses from using a side street to reach an industrial estate. This is a prohibition of passage. It **must be referred** to the LTF prior to implementation.
8. Council proposes to enable contra-flow movement for bicycles on an existing one-way road. The proposal includes narrowing of the carriageway and shifting of kerbside parking to enable installation of concrete kerbing to create a separated bicycle lane and improve safety. The proposal does not restrict or prohibit passage along the road. Prior referral to the LTF is **optional** at the discretion of council.
9. Council proposes to install a central median that compels left turns when entering from side streets. This is a restriction on passage. It **must be referred** to the LTF prior to implementation.
10. Council proposes a safety and amenity-focused revitalisation of a local high street. The design involves footpath widening and the installation of kerb blisters and raised pedestrian crossings. There will be some loss of parking and a reduction in the road carriageway width from 4 lanes to 2-3. None of these changes – including the reduction in lanes/road capacity for motor vehicles – constitute 'regulation of traffic' because they do not restrict or prohibit

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passage along the road. Prior referral to the LTF is **optional** at the discretion of council.

### Temporary regulation of traffic and events

The Instrument now allows some temporary 'regulation of traffic' to be undertaken without prior referral to the Local Transport Forum. This could be a brief closure for a street party or small event, or longer duration changes such as making a street one-way or 'closing' it at one end.

Council may use the Instrument to hold events on the public road that require the 'regulation of traffic', such as an Anzac Day event or a local market. Where public events or activities are held, it is a condition of the Instrument that NSW Police and Transport are given seven days' notice. (This is consistent with the notification requirement in s166 of the *Liquor Act 2007*).

Councils may wish to trial changes to the roads in their community – reducing the need for expensive modelling, allowing solutions to be trialled and modified, and ensuring the community and road users understand proposed permanent changes. The Instrument authorises councils to regulate traffic for up to six months without mandatory prior referral to the Local Transport Forum. (Should such a change be successful, it must be referred to the LTF if the intention is to continue beyond six months).

To safeguard public transport, the six-month period is reduced to 24 hours where a proposal prevents or hinders safe or efficient operation of a bus service, prevents access to a public transport stop, or removes or renders less effective any bus priority measure (refer to condition 3[a][iii-v]).

Alternatively, for select events or activities, councils can forgo the Instrument and the Local Transport Forum and use their existing legal powers under s115(2)(f) of the *Roads Act 1993* where a permit has been issued under s144 for a 'road event', including:

- Filming projects (as set out in the *Local Government Act 1993*)
- Neighbourhood activities (as defined in the *Roads Regulation 2018*)
- Speed contests (such as a race – Police approvals under other legislation will be required)

Section 166 of the *Liquor Act 2007* also allows regulation of traffic for events, performance space, and dining without using the Instrument and without referral to the Local Transport Forum.

#### **NOTE**

The *Roads Act 1993* uses the term 'regulation of traffic' to refer to restrictions or prohibitions on passage – what most people call a 'road closure'. This is *not* the same thing as 'closing a road' under Part 4 of the *Roads Act 1993*, which is the process of *extinguishing* a road to allow it to be sold or amalgamated. Councils don't need to use the lengthy Part 4 process for everyday changes to their local roads, such as closures to keep through-traffic of quieter streets.

### Assessing the impacts of proposals

Members of the Local Transport Forum must have sufficient information to reasonably assess proposals and provide informed advice.

Councils should consider the potential effects of any change on amenity, safety, and access across the broader network for all road users and should make the assessment available to the Local Transport Forum. Professional judgement or other appropriate methods may be used to do this – taking into account considerations such as local conditions, scale, and whether the proposal is temporary, permanent, or a trial. A formal traffic model or plan may be used where appropriate but is not required.

Testing and trialling temporary changes is an increasingly common method to assess both network impacts and community sentiment and has proven effective in local area traffic management schemes, active transport projects, placemaking, and urban revitalisation initiatives. It may be preferable to take this approach in many situations. Guidance is contained in Appendix A.5 of the NSW Design of Roads and Streets Manual.

For proposals to regulate traffic, councils must provide the Local Transport Forum with:

- Sufficient detail to allow members to understand and assess the proposal

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- If applicable (as required by condition 5), details of consultation with affected public passenger service operators undertaken outside of the Local Transport Forum

### Statements of Concern

When a proposal is discussed at the Local Transport Forum, any attendee may provide feedback and suggestions on design, technical aspects, general policy, or planning considerations. Members should seek to resolve any concerns or uncertainties during this discussion.

For proposals for which prior referral to the Local Transport Forum is mandatory and where Transport continues to hold concerns following discussion, Transport may indicate that it intends to file, within seven days, a formal Statement of Concern. Other members may express views and raise issues, which Transport will consider, but the Statement of Concern itself may only be filed by Transport.

A Statement of Concern details Transport's concerns, reasoning, and any request(s) for mitigation(s) or alternative action(s). It might relate to an entire proposal or to a specific aspect of its design or location. It must be submitted within seven (7) calendar days, during which time council is not delegated or authorised to implement the proposal. If no Statement of Concern is issued during this time – perhaps due to further discussion and resolution by the parties – council may proceed.

Once received, council must consider the issue(s) raised in a Statement and circulate a written response to all Forum members. It must address the issue(s) raised and either (a) detail the amendments proposed in response or (b) set out council's reasons for proceeding without amendment. Seven (7) calendar days after issuing its response, council may proceed with the proposal.

A Statement of Concern does not oblige council to change or withdraw a proposal, but it does place both Transport's comments and council's response on the public record, which is particularly important where safety concerns are noted. It also provides a time window for further discussion and escalation of significant issues.

Refer to the Appendix for a flowchart that includes the steps associated with a Statement of Concern.

The Statement of Concern process only applies to those proposals for which prior referral to the Local Transport Forum is mandatory. Records tabled for-information-only and proposals referred to the Local Transport Forum at the discretion of council are not subject to the Statement of Concern process. Concerns relating to those matters may be resolved through discussion.

### Keeping records (*Condition 4*)

#### Condition 4: Keeping of records

- The proceedings of the Local Transport Forum must be recorded and made public as soon as practicable.
- A post facto record of any use of the prescribed traffic control device authorisation (excluding any instance that has already been the subject of prior referral per condition 3) must be tabled at the Local Transport Forum as soon as practicable and no later than three (3) months after the fact.

Proceedings of the Local Transport Forum must be made publicly available online in an easily accessible manner as soon as practicable and must include:

- meeting agenda
- meeting minutes
- any formal records of use of the prescribed traffic control device authorisation (including those circulated to members out-of-session)
- the entirety of any Statements of Concern submitted by Transport for NSW under condition 3 of Schedule 4 of the Instrument
- the entirety of any council response to a Statement of Concern under condition 3 of Schedule 4 of the Instrument

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Additional information may be included at the discretion of council.

For the purposes of condition 4(b) of Schedule 4 of the Instrument, a post facto record of any use of the prescribed traffic control device authorisation must include:

- type
- specific location
- date

Additional information may be included at the discretion of council.

Where a meeting of the Local Transport Forum is not scheduled to be held within three (3) months, a record of use of the prescribed traffic control device authorisation must be circulated directly to all members of the Local Transport Forum. The record must be made publicly available online and forms part of the records of the Forum, even if it has not met.

## Coordination with Transport, public transport operators, and Police (Condition 5)

### Condition 5: Coordination

- A delegate must consult any public passenger service operator –either directly or via the Local Transport Forum –before exercising any function listed in Schedule 1 of this Instrument or using the prescribed traffic control device authorisation where it is likely to affect the operation of a public passenger service provided by that operator.
- Details of such consultation undertaken outside of the Local Transport Forum must be tabled at the Local Transport Forum as soon as practicable.
- A delegate must give not less than seven (7) days' notice to NSW Police and Transport for NSW –either directly or via the Local Transport Forum –before regulating traffic under this Instrument for the purposes of a public event.

The requirement for consultation in condition 5(a) applies to any function listed in Schedule 1 of this Instrument or use of the prescribed traffic control device authorisation likely to affect the operation of a public passenger service (note: while this may commonly be buses, it applies to any public passenger service, including rail, light rail, metro, and ferry). Practitioners must use professional judgement and take advice as to whether a proposal is likely to affect a public passenger service.

At bus stops, considerations may include whether adequate draw-in and pull-out length is preserved, or whether the design of the kerbside environment ensures ramps can be fully deployed for mobility impaired passengers. On-street designs should ensure turning paths are clear, hazardous merges are not required by drivers, bus priority is maintained or improved, and traffic calming devices are appropriately designed for bus operation.

Engagement with operators may be undertaken directly or through the Local Transport Forum. When undertaken directly, sufficient detail must be given to the operator to allow reasonable assessment of any proposal, and at least seven (7) calendar days should be allowed for feedback before council proceeds. Details of any direct consultation undertaken outside of the Local Transport Forum must be tabled as a record at the Local Transport Forum as soon as practicable.

It is the responsibility of the operator to return feedback to council. Failure to comment when invited to do so does not prevent council from proceeding.

Regular bus services may be identified through Transport's online Bus Route Map or on advice of Transport. Design references such as the Bus Priority Toolbox are available through the NSW Design of Roads and Streets Manual.

## References (Condition 6)

### Condition 6: References

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- (a) A delegate must use the NSW Design of Roads and Streets Manual (TS 00066, as amended from time to time) as a primary reference when exercising a function listed in Schedule 1 of this Instrument or using the prescribed traffic control device authorisation.
- (b) Use of a portable traffic control light or R4-212n roadwork speed limit sign under this Instrument must be in accordance with the Transport for NSW Traffic Control at Work Sites Manual (TS 05492, as amended from time to time).

The NSW Design of Roads and Streets Manual (DORAS) is a valuable reference for design, engineering, and planning practitioners. It offers guidance on network planning, understanding street and road environments, identifying issues and design solutions, typical design parameters, and application of the Safe Systems approach.

DORAS provides extensive and convenient references to applicable guidance, manuals, technical standards, and policy documents. It recognises that no two contexts and street environments are the same and offers guidance for councils that may wish to adopt local street design guides to reflect local aspirations and conditions.

DORAS provides references and links to many other adopted Transport Standards where relevant, such as the NSW Supplement to AS 1742 Manual of Uniform Traffic Control Devices, the NSW Supplement to Austroads Guide to Road Design, Delineation and Pavement Marking, the Cycleway Design Toolbox, and the Pedestrian Crossing Guideline. The Transport Standards Portal can be used to access these tools. DORAS also provides references to scores of other resources available to practitioners from legislation to examples of international best practice.

DORAS must be used as a primary reference for practitioners using the Instrument.

## Transport's reserve powers (*Condition 7*)

### **Condition 7: Preservation of head of power**

Notwithstanding this Instrument, Transport for NSW reserves all and any rights and powers, including to:

- (a) Direct a public authority under clause 8I of Schedule 1 of the *Transport Administration Act 1988*, or alter or remove, or direct the alteration or removal of any prescribed traffic control device, under Part 5.3, Division 2 of the *Road Transport Act 2013*; and
- (b) Carry out road work in accordance with Part 6 of the *Roads Act 1993*; and
- (c) Carry out traffic control work on any public road, including exclusive power to carry out or consent to the construction, erection, installation, maintenance, repair, removal or replacement of a traffic control light in accordance with section 87 of the *Roads Act 1993*; and
- (d) Regulate traffic under Part 8 of the *Roads Act 1993*.
- (e) Revoke or withdraw this delegation, authorisation, or any component of it at any time with respect to any or all delegates.

The Instrument does not affect Transport's (nor council's) rights and powers under legislation.

Council continues to have powers to undertake road work under s71 of the *Roads Act 1993*, to undertake traffic control work on unclassified roads under s87 of the *Roads Act 1993*, and to regulate traffic under s115 to complete those works. Transport retains the power to carry out traffic control work on any road, and to regulate traffic for any purpose.

In cases where, despite best efforts, Transport and council cannot agree on a proposed course of action, options for Transport or the Minister for Roads to issue a direction to a roads authority or public authority under legislation are not affected by this Instrument.

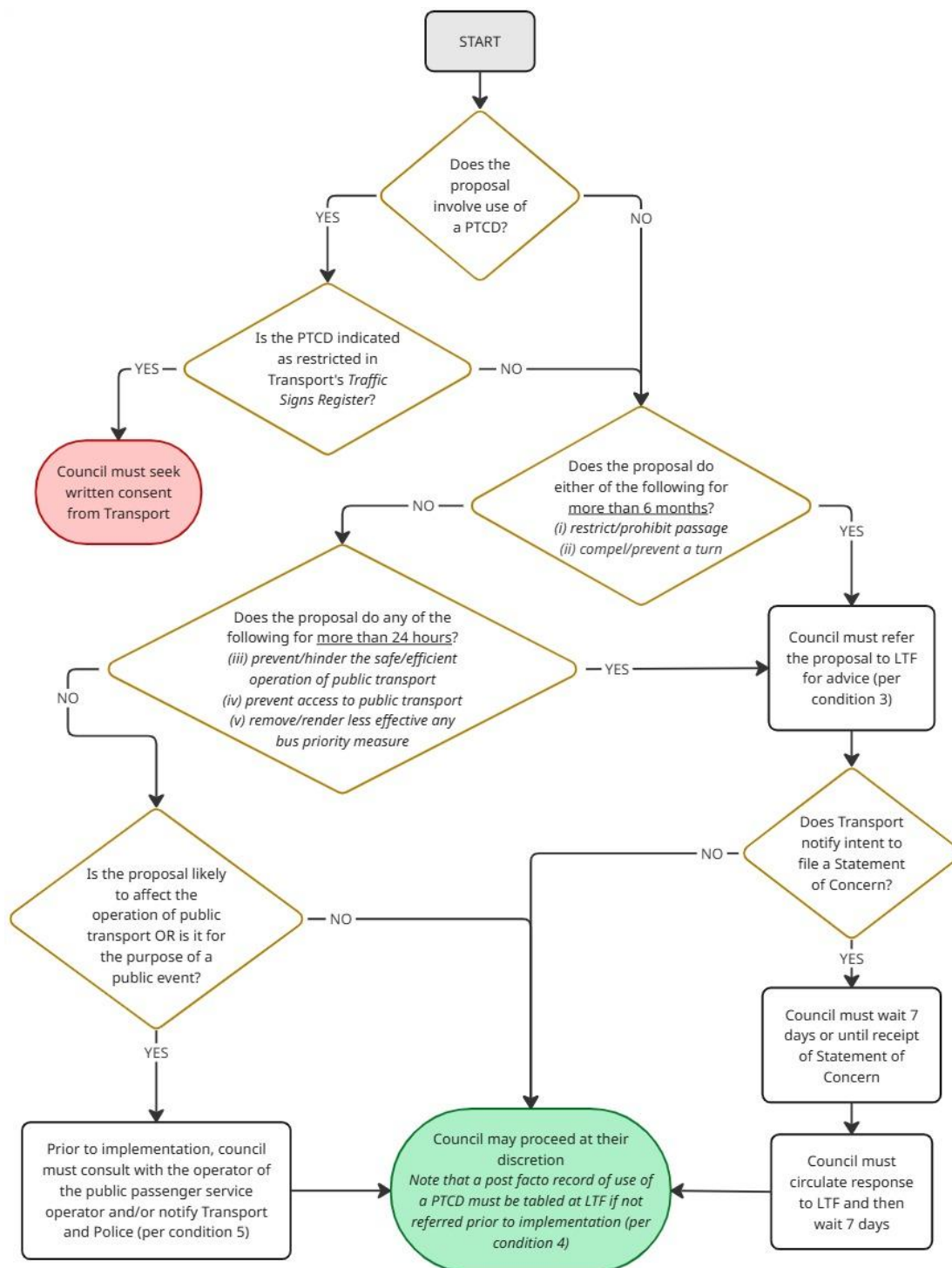


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## Appendix

### Exercising an authorised or delegated function

The following process applies to any function exercised using the Instrument. It assumes that the proposed function is otherwise eligible and compliant with Schedule 4.



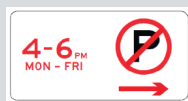


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## Glossary

<b>‘Authorisation and Delegation Instrument’ or ‘Instrument’</b>	Abbreviated reference to ‘ <i>Authorisation and Delegation – Prescribed Traffic Control Devices and Regulation of Traffic</i> ’; the instrument that is the subject of this guide.
<b>the/this guide</b>	Abbreviated reference to this document; ‘Guide to Authorisation and Delegation – Prescribed Traffic Control Devices and Regulation of Traffic’.
<b>DORAS</b>	Abbreviated reference to the NSW Design of Roads and Streets Manual (TS 00066).
<b>local road</b>	Abbreviated reference to the portion of NSW’s road network that is: <ul style="list-style-type: none"> <li>• within the local government area of the relevant council; and</li> <li>• not classified as a Freeway, Controlled Access Road, Tollway, or Transitway; and</li> <li>• not identified with the ‘Administrative Category’ of ‘State’ in the ‘Schedule of Classified Roads and Unclassified Regional Roads’ (as published and amended from time to time by Transport for NSW)</li> </ul>
<b>LTF</b>	Abbreviated reference to the Local Transport Forum.
<b>‘meeting’ of the Local Transport Forum</b>	Reference to a session of the Local Transport Forum. Meetings can be held physically, digitally, or via correspondence.
<b>portable traffic control light</b>	Approved traffic signals that are transportable and not permanently installed.  For the purposes of the Authorisation and Delegation Instrument, ‘portable traffic control light’ is understood and used as per ‘portable traffic signal’ in Transport’s Traffic Control at Work Sites Technical Manual (TS 05492, as amended from time to time).
<b>prescribed traffic control device</b>	A sign, signal, marking, structure, or other device to direct or warn traffic on a road (or part of a road) that is prescribed by the statutory rules of the <i>Road Transport Act 2013</i> for the purposes of this definition. Refer to the <i>Road Transport Act 2013</i> .  For the purposes of this definition, the <i>Road Transport (General) Regulation 2021</i> prescribes traffic control devices of a kind mentioned in the <i>Road Rules 2014</i> .  Examples of a prescribed traffic control device:

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**NOTE:** 'Prescribed traffic control device' is commonly confused with 'traffic control device' or 'traffic control facility'.

'Prescribed traffic control device' is the term which relates to the regulatory signs, signals, markings, etc. of which contravention is an offence. It is 'prescribed traffic control devices' that are the subject of provision (e) of the Instrument (the 'prescribed traffic control device authorisation').

<b>prescribed traffic control device authorisation</b>	Abbreviated reference to the authorisation issued through provision (e) of the Authorisation and Delegation Instrument.
<b>proposal</b>	Abbreviated reference to the intended exercise by council of a function enabled by the Authorisation and Delegation Instrument.
<b>PTCD</b>	Abbreviated reference to 'prescribed traffic control device'.
<b>public event</b>	For the purposes of the Authorisation and Delegation Instrument, 'public event' means any market, gathering, performance, festival, march, celebration, commemoration, or similar held on a road, whether organised by a delegate or another party, and open to the public to attend.
<b>public passenger service</b>	<p>The transport, by a motor vehicle, vessel, aircraft, train, or other vehicle prescribed by the regulations of the <i>Passenger Transport Act 2014</i> for the purposes of this definition, of passengers within, or partly within, New South Wales for a fare. Refer to the <i>Passenger Transport Act 2014</i>.</p> <p>For the purposes of the Authorisation and Delegation Instrument;</p> <ul style="list-style-type: none"> <li>• A passenger service under the <i>Point to Point Transport (Taxis and Hire Vehicles) Act 2016</i> is excluded</li> <li>• A passenger service that operates without collection of a fare is included</li> </ul>
<b>regular bus service</b>	As identified on Transport's online Bus Route Map or on advice of Transport.
<b>regulate traffic</b>	To restrict or prohibit the passage along a road of persons, vehicles, or animals. Refer to the <i>Roads Act 1993</i> .
<b>restrict or prohibit passage</b>	<p>For the purposes of the Authorisation and Delegation Instrument:</p> <ul style="list-style-type: none"> <li>• 'Restrict' means a partial constraint, such as passage only during particular times or for particular purposes (e.g. 'local access only')</li> <li>• 'Prohibit' means to bar or prevent passage, such as a mid-block</li> </ul>

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	<p><b>traffic filter</b></p> <p>For clarity, compelling or preventing a turn from one public road to another is a restriction on passage. A reduction in vehicle speed or road capacity does not constitute a restriction on passage.</p>
<b>road and road related area</b>	<p>A road is an area that is open to or used by the public and is developed for, or has as one of its main uses, the driving or riding of motor vehicles. Refer to the <i>Road Rules 2014</i>.</p> <p>A road related area is any of the following:</p> <ul style="list-style-type: none"> <li>• an area that divides a road</li> <li>• a footpath or nature strip adjacent to a road</li> <li>• an area that is not a road and that is open to the public and designated for use by cyclists or animals</li> <li>• an area that is not a road and that is open to or used by the public for driving, riding, or parking vehicles</li> </ul> <p>Refer to the <i>Road Rules 2014</i>.</p>
<b>road event</b>	<p>Means a speed contest or such other activity as may be prescribed by the regulations for the purposes of this definition. Refer to the <i>Roads Act 1993</i>.</p> <p>For the purposes of this definition, the <i>Roads Regulation 2018</i> also prescribes filming projects within the meaning of the <i>Local Government Act 1993</i> and neighbourhood activities as defined in s79.</p>
<b>road work</b>	<p>Includes any kind of work, building or structure (such as a roadway, footway, bridge, tunnel, road-ferry, rest area, transitway station or service centre or rail infrastructure) that is constructed, installed or relocated on or in the vicinity of a road for the purpose of facilitating the use of the road as a road, the regulation of traffic on the road or the carriage of utility services across the road, but does not include a traffic control facility. Refer to the <i>Roads Act 1993</i>.</p> <p>To <b>carry out road work</b> includes to carry out any activity in connection with the construction, erection, installation, maintenance, repair, removal or replacement of a road work. Refer to the <i>Roads Act 1993</i>.</p>
<b>roads authority</b>	<p>A person or body that is, by or under the <i>Roads Act 1993</i>, declared to be a roads authority and, in relation to a particular public road, means the roads authority for that road. Refer to the <i>Roads Act 1993</i>.</p>
<b>special event parking scheme</b>	<p>Where the whole, or a part of, a road has been set aside as a special event parking area. Refer to the <i>Road Transport (General) Regulation 2021</i>.</p> <p>A special event parking area is the network of roads in an area with —</p> <ol style="list-style-type: none"> <li>a special event parking area sign on each road into the area, and</li> <li>an end special event parking area sign on each road out of the area.</li> </ol> <p>Refer to the <i>Road Rules 2014</i>.</p>
<b>traffic control device</b>	<p>A traffic sign, road marking, traffic signals, or other device, to direct or warn traffic on, entering, or leaving a road. Refer to the <i>Road Rules 2014</i>.</p>

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Examples of a traffic control device:



**NOTE:** 'Traffic control device' is commonly confused with 'traffic control facility' or 'prescribed traffic control device'.

'Prescribed traffic control device' is the term which relates to the regulatory signs, signals, markings, etc. of which contravention is an offence. It is 'prescribed traffic control devices' that are the subject of provision (e) of the Instrument (the 'prescribed traffic control device authorisation'). 'Traffic control devices' may already be installed and used by councils without relying on the Instrument.

**traffic control  
facility**

Means —

- (a) traffic control lights on roads or road related areas, and equipment used in connection with traffic control lights, or
- (b) any sign, marking, structure or device containing or relating to a requirement or direction, contravention of which is an offence arising under —
  - (i) this Act or the regulations, or
  - (ii) any other Act, regulation or by-law prescribed for the purposes of this subparagraph, or
- (c) any other sign, marking, structure or device that is intended to promote safe or orderly traffic movement on roads or road related areas or to warn, advise or inform the drivers of vehicles, or pedestrians, of any matter or thing in relation to vehicular or pedestrian traffic or road conditions or hazards, or
- (d) any bridge or subway or other facility for use by pedestrians over, across, under or alongside a road or road related area, or
- (e) any other thing prescribed as a traffic control facility by the regulations.

Refer to the *Transport Administration Act 1988*.

For the purposes of (b)(ii) above, the *Transport Administration (General) Regulation 2018* prescribes the road transport legislation within the meaning of the *Road Transport Act 2013*, which includes the *Road Rules 2014*.

**NOTE:** 'Traffic control facility' is commonly confused with 'traffic control device' or 'prescribed traffic control device'.

'Prescribed traffic control device' is the term which relates to the regulatory signs, signals, markings, etc. of which contravention is an offence. It is 'prescribed traffic control devices' that are the subject of provision (e) of the Instrument (the 'prescribed traffic control device authorisation').

**traffic control light**

For the purposes of the Authorisation and Delegation Instrument, 'traffic control light' is understood and used as per 'traffic signal' in the *Road Rules 2014*.

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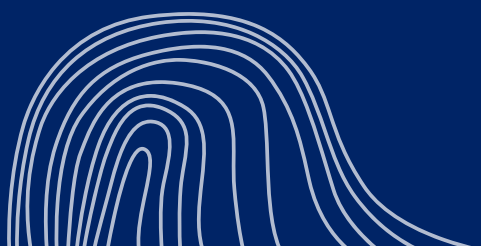
<b>traffic control work</b>	Includes any activity in connection with the construction, erection, installation, maintenance, repair, removal or replacement of a traffic control facility. Refer to the <i>Roads Act 1993</i> .
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<b>traffic signal</b>	Bicycle crossing lights, B lights, overhead lane control signals, pedestrian lights, T lights, traffic arrows, traffic lights, or twin red or yellow lights. Refer to the <i>Road Rules 2014</i> .
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<b>Transport</b>	Abbreviated reference to 'Transport for New South Wales'.
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OFFICIAL

# Implementing the 2025 Instrument

## What do councils need to do?

transport.nsw.gov.au | July 2025

- The new 2025 Authorisation and Delegation Instrument **replaces previous delegations**
- The Instrument gives councils **streamlined options** for the management of unclassified roads
- It is **up to councils** whether to **choose** to use the new streamlined options

### Key changes from the 2011 Delegation to Councils

- Local Traffic Committee (LTC) is renamed *Local Transport Forum* (LTF)
- Councils may sub-delegate functions to staff
- Fewer matters now need to be referred to the LTF
- Greater scope for councils to use roadwork speed limit signs

### What choices does Council now have?

- Council can decide which proposals to send to the LTF, noting referral is only mandatory where:
  - regulating traffic for >6 months
  - public transport is negatively affected for >24 hours
- Council can determine the frequency of LTF meetings, and invite any additional participants

### First steps

- Officers should familiarise themselves with the 2025 Instrument, Guide, and supporting materials
- Advise LTF members and any other interested parties of the changes
- Update LTF meeting materials (e.g. templates, meeting agenda, etc.) as needed
- Update Council meeting materials and procedures (e.g. templates, meeting agendas, etc.) as needed
- Develop procedures (e.g. checklists) to ensure compliance with conditions of the 2025 instrument

### Making it work

- Focus the LTF on advice and collaboration, not voting
- Ensure proposals not sent to the LTF in advance are:
  - where relevant, sent to bus operators for consultation
  - where prescribed traffic control devices are used, subsequently recorded at the LTF
- Give NSW Police and Transport 7 days' notice of on-road public events

### Managing disagreement

- Where LTF discussion is unable to resolve concerns, the Statement of Concern process documents issues and makes time for further discussion. Council should:
  - wait 7 days if Transport informs the LTF meeting of its intent to file a Statement of Concern
  - respond in writing (to all LTF members) to any Transport-issued Statement of Concern
  - wait a further 7 days after responding before proceeding

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### Additional related references for practitioners

[NSW Design of Roads and Streets Manual \(DORAS\)](#)

[Guides](#)

[More resources](#)

[Cycleway Design Toolbox](#)

[Bus Route Map](#)

[Road classifications](#)

[Transport Standards Portal](#)

[Traffic Signs Register](#)



*This note is intended to aid practitioners using the Authorisation and Delegation Instrument. To ensure legal and technical compliance, please refer to the Instrument itself, the associated Guide, and Transport's [website](#).*



**17 REPORTS OF THE DIRECTOR PLANNING AND COMMUNITY SERVICES****17.1 PLANNING PROPOSAL TO AMEND PARKES LEP 2012 SCHEDULE 1 ADDITIONAL PERMITTED USES: LOT 2 DP1064474 (3577 HENRY PARKES WAY, BOGAN GATE) POST-EXHIBITION****IP&R Linkage:** Pillar: Environment**Goal:** Our built environment is functional, sustainable and meets the needs of our growing community.**Strategy:** Manage our built environment in line with the Local Environmental Plan (LEP) and relevant legislation.**Author:** Grahame Fry, Land Use Planning Specialist**Authoriser:** Annalise Teale, Acting Director Planning and Community Services**Annexures:**

- A. Planning Proposal - Exhibition Version (under separate cover) ➡
- B. Gateway Determination (under separate cover) ➡
- C. Pre-exhibition Response - NSW Rural Fire Service (under separate cover) ➡
- D. Submission - Transport for NSW (under separate cover) ➡
- E. Submission - NSW Department of Climate Change, Energy, the Environment and Water (under separate cover) ➡
- F. Submission 1 - Environmental Protection Authority (under separate cover) ➡
- G. Submission 2 - Environmental Protection Authority (under separate cover) ➡
- H. Public Submission 1 (under separate cover) ➡
- I. Public Submission 2 (under separate cover) ➡
- J. Public Submission 3 (under separate cover) ➡
- K. Public Submission 4 (under separate cover) ➡

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**RECOMMENDATION**

That:

1. Council endorse Planning Proposal PP-2024-1667 (3577 Henry Parkes Way, Bogan Gate) – Post Exhibition (Attachment A).
  2. Council delegate to the General Manager the authority issued by the NSW Department of Planning, Housing and Infrastructure to exercise the functions of the Minister under Section 3.36 of the Environmental Planning and Assessment Act 1979 for the purposes of finalising Planning Proposal PP-2024-1667 (3577 Henry Parkes Way, Bogan Gate) – Post Exhibition.
  3. Continue to consult with the NSW Department of Planning, Housing and Infrastructure on the terms of the amendment to *Parkes Local Environmental Plan 2012*, to ensure its consistency with the objectives, outcomes and provisions of Planning Proposal PP-2024-1667 (3577 Henry Parkes Way, Bogan Gate) – Post Exhibition.
  4. Inform parties who made a submission to the Public Exhibition of Planning Proposal PP-2024-1667 (3577 Henry Parkes Way, Bogan Gate), the proponent and landowners of the subject land (and their consultant), of Council's resolutions.
-

## BACKGROUND

The purpose of this report is to outline the results of the public exhibition of, and seek Council's endorsement of a Planning Proposal to amend *Parkes Local Environmental Plan 2012* by amending Schedule 1 Additional Permitted Uses, applying to Lot 2 DP1064474 (3577 Henry Parkes Way, Bogan Gate). The additional permitted use on Lot 2 DP1064474 will allow greater certainty and clarity for heavy industry requirements for the site and provide greater transparency to the community with regards to the current and future land uses on the site.

The land is currently being utilised by three activities considered to be heavy industries, being Johnex Pty Ltd (explosives manufacturing and storage); Howards and Sons (fireworks storage) and SMS for Ammonium Nitrate Emulsion (ANE). These businesses are significant employers in the Bogan Gate district and provide significant services to mining, quarrying and civil engineering sectors in NSW. SMS (ANE) is seeking to expand the volume of its output, which triggered the need for a Planning Proposal to permit the increased activity as a **heavy industry** as defined by Parkes LEP 2012.

The Planning Proposal (as exhibited) is included as Attachment A to this report.

At its meeting of 13 August 2024, Council resolved to initiate a proponent-led planning proposal applying to Lot 2 DP1064474, No. 3577 Henry Parkes Way, Bogan Gate to amend Parkes LEP 2012 Schedule 1 Additional Permitted Uses, applying to Lot 2 DP1064474 (3577 Henry Parkes Way, Bogan Gate).

The relevant Council Resolutions are as follows:

1. *Council refers a proponent-led Planning Proposal to amend Parkes LEP 2012 Schedule 1 Additional Permitted Uses, applying to Lot 2 DP1064474 (3577 Henry Parkes Way, Bogan Gate - Attachment A) to the NSW Department of Planning and Environment, requesting a Gateway Determination to enable public exhibition of the Planning Proposal.*
2. *Council requests that the Secretary of the NSW Department of Planning and Environment issue written authorisation to Council to exercise delegation of the plan making functions under Section 3.36(2) of the Environmental Planning and Assessment Act 1979 in respect of the Planning Proposal.*
3. *Pending issue of, and endorsement by the Gateway Determination, Council place the Planning Proposal on public exhibition and undertake government agency consultation, consistent with the terms of the Gateway Determination.*
4. *Inform the proponent and landowners of the subject land, and their consultant, of Council's resolutions.*

All items of that resolution have been completed. Parkes Shire Council received a Gateway Determination (Attachment B) from the NSW Department of Planning, Housing and Infrastructure and has been authorised to make the plan (Resolution 2). The purpose of this report is to outline the results of the public exhibition process in accordance with Resolution 3 and seek endorsement from Council for the planning proposal to proceed to finalisation.

The Gateway Determination stipulated that the Planning Proposal be finalised by 25 June 2025. This deadline was unable to be met due to significant revision of parts of the Environmental Assessments which inform the Planning Proposal being required post-exhibition, and the duration of further consultation with the Environmental Protection Authority. Council has therefore requested an extension to the Gateway Determination finalisation date from The NSW Department of Planning, Housing and Infrastructure.

## ISSUES AND COMMENTARY

Public exhibition of the proposed LEP amendment was undertaken in accordance with *Parkes Shire Participation Plan 2022* and the relevant planning legislation (see the Community Consultation section of this report).

Should Council choose to adopt the recommendations of this report, the Parkes LEP 2012 will be amended upon the making of the LEP. The timeframe for finalising the LEP Amendment is governed by the relevant planning legislation.

The subject land (Lot 2 DP1064474, @227 hectares) is located south-east of Bogan Gate village and is accessed on the southern side of Henry Parkes Way. The site is approximately 35 kilometres west of Parkes. The Orange-Broken Hill Railway is located parallel to the northern boundary of the subject site. An aerial photograph of the subject land is shown in Figure 1. The subject land is shown by a red outline.



**Figure 1: The subject land (SixMaps, 2024)**

The intent of the Planning Proposal is to amend *Parkes Local Environmental Plan 2012* by amending Schedule 1 Additional Permitted Uses, applying to Lot 2 DP1064474 (3577 Henry Parkes Way, Bogan Gate). The provisions of Parkes Shire Development Control Plan 2021 will remain unchanged, should the Planning Proposal be progressed to finalisation.

There are no changes to any mapping layers of Parkes LEP 2012 under the provisions of this Planning Proposal.

## **LEGISLATIVE AND POLICY CONTEXT**

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

### Statutory Documents:

Parkes Local Environmental Plan 2012

Central West and Orana Regional Plan 2041

Relevant State Environmental Planning Policies (SEPPs)

Section 9.1 Ministerial Directions

### Local Planning Policies:

Parkes Shire - Local Strategic Planning Statement (LSPS) 2020

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

## FINANCIAL IMPLICATIONS

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

## RISK IMPLICATIONS

The Planning Proposal and supporting documents have addressed any environmental constraints which are relevant to the subject land and demonstrate that these constraints can be managed effectively, therefore minimising any associated risks concerning progression of this Planning Proposal. This is considered sufficient to allow Council to confidently support finalisation of this Planning Proposal to the next stage of the LEP making process (ie requesting the NSW Department of Planning and Environment to make the LEP Amendment, which will come into effect upon gazettal).

## COMMUNITY CONSULTATION

The Planning Proposal was exhibited in accordance with the terms and directions of the Gateway Determination and the relevant provisions of the *Environmental Planning and Assessment Act 1979*.

The Planning Proposal was required to be publicly exhibited for a minimum period of 20 working days. The exhibition period was from 10 December 2024 to 31 January 2025. The exhibition was published on Council's website, the NSW Planning Portal and on Council's social media site. The Planning Proposal was also available for viewing at Council's Administration Centre in Parkes.

The documents included in the public exhibition were:

- The Planning Proposal (Exhibition Version),
- The Gateway Determination,
- The Council Report from the meeting of 13 August 2024,
- The Council Minute from the meeting of 13 August 2024, and
- All relevant environmental assessments and documentation informing/supporting the Planning Proposal.

The Gateway Determination indicated that prior to the Planning Proposal being placed on public exhibition, consultation with the NSW Rural Fire Service (NSW RFS) was required (for preliminary assessment regarding potential Bush Fire Risk). The NSW RFS supported the Planning Proposal being progressed, based on the Bushfire Assessment and Management Plan included within the Planning Proposal. The correspondence from the NSW RFS is included as Attachment C.

The Gateway Determination indicated that during the public exhibition period, formal consultation with the following government agencies was required:

- Transport for NSW (TfNSW)
- Environmental Protection Authority (EPA)
- Department of Climate Change, Energy, the Environment and Water (NSW DCCEEW)

Submissions were received from all of these government agencies, which are included as Attachments D, E and F respectively, and summarised as follows:

**Transport for NSW:** TfNSW is generally satisfied that the Planning Proposal will not adversely affect TfNSW interests, subject to matters relating to possible road/intersection upgrades and comprehensive traffic assessment being undertaken at the Development Application stage.



**Department of Climate Change, Energy, the Environment and Water:** NSW DCCEEW have indicated no objection to the Planning Proposal, based on the documents submitted. NSW DCCEEW have provided requirements which are to be addressed at the Development Application stage.

**Environmental Protection Authority:** Council received an initial response (Attachment F) from the EPA, requesting that further assessments be undertaken, being:

- Cumulative assessment of noise and air quality impacts
- Re-assessment of potential Contaminated Land impacts
- Re-assessment of soil sampling

The proponents of the Planning Proposal prepared the required assessments, which were then referred to the EPA. The EPA responded to the revised assessments. The EPA has not objected to the Planning Proposal (submission included as Attachment G). Matters such as potential Contaminated Land impacts, Noise and Air Quality will be addressed at the Development Application stage and shall be referred to the EPA for comment, as part of the development assessment process.

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

Council received four public submissions from the community, which are included as Attachments H–K to this report. The issues raised within those submissions are summarised as follows:

- Recognition of existing use rights
- Bush Fire Risk
- Compliance with industry safety standards
- Potential Contaminated Land
- Public Safety
- Impacts on existing traffic and roads
- Consistency with Council's adopted strategies
- Provision of town water services

#### Comment:

##### Recognition of Existing Use Rights:

The SMS (ANE) facility is currently operating in accordance with Development Consent DA2020/0073, determined on 18 November 2022. The facility has a valid Manufacture Explosives Licence, issued by SafeWork NSW on 19 January 2023. An occupation certificate for the facility was issued in December 2022, consistent with the Conditions of Consent for DA2020/0073. The existing use is confirmed by way of those active Development Approvals.

##### Bush Fire Risk:

The NSW Rural Fire Service has provided general support for this Planning Proposal to progress. The NSW RFS has indicated that a comprehensive Bush Fire Risk Assessment will be required to be submitted with any future Development Assessment and assessed accordingly.

##### Compliance with Industry Safety Standards:

The existing facility has a valid Manufacture Explosives Licence, issued by SafeWork NSW. The operations are monitored regularly by Safework NSW and the Environmental Protection Authority. Monitoring of any expansion to the existing facility will also occur as a matter of course and maintenance/enforcement of industry standards.

##### Potential Contaminated Land:

A comprehensive Potential Contaminated Land Assessment will be required to be submitted with any future Development Assessment and assessed accordingly.

**Public Safety:**

Any future Development Application will include (but not be unlimited to) separate assessments for traffic impact, bush fire risk, air and water quality, and potentially contaminated land. These assessments will be placed on public exhibition with any future Development Application and assessed accordingly.

**Impacts on existing traffic and roads:**

A comprehensive Traffic Impact Assessment will be required to be submitted with any future Development Assessment and assessed accordingly.

**Consistency with Council's adopted strategies:**

The Planning Proposal is consistent with Parkes Community Strategic Plan 2025/26: Strategy 3.2.1 - *Manage our built environment in line with the Local Environmental Plan (LEP) and relevant legislation*. This Planning Proposal and subsequent amendment to Parkes LEP 2012 will reinforce that strategy, and allow greater certainty and clarity for heavy industry requirements for the site, and provide greater transparency to the community with regards to the current and future land uses on the site.

**Provision of Town Water Services:**

Any future Development Application will be required to address provision of infrastructure and reticulated services. Any quantitative increase in service requirements cannot be assessed or determined until a Development Application is submitted and assessed.

**Recommendation:**

That no amendments be made to the Planning Proposal with regard to the issues raised.

**17.2 JULY 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 July 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 July 2025 there were eleven (11) Development Applications received totalling \$1,218,554.00 and eleven (11) consents were issued. There was one (1) Council Complying Development Certificate received totalling \$44,752.00 and two (2) Private Certifier Complying Development Certificates received totalling \$1,286,949.00. Three (3) Council Certifier consents were issued, and two (2) Private Certifier consents were issued.

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



<b>Table 1: Development Applications</b>				
Development Category	July 2025		July 2024	
	No.	Estimated Value	No.	Estimated Value
Commercial			1	\$13,200.00
Community Facilities				
Industrial				
Infrastructure			1	\$7,568.00
Tourist Development				
Single Dwelling-house	1	\$273,000.00	2	\$660,551.40
Residential Alterations and Additions inc. ancillary / outbuildings	7	\$907,879.00	6	\$430,513.09
Residential Other				
Multi-Residential				
Seniors Living				
Subdivision only	2	\$17,050.00		
Secondary Dwelling			1	\$95,500.00
Other inc. demolition, earthworks, advertising structure	1	\$20,625.00		
Mixed Development				
<b>Totals</b>	<b>11</b>	<b>\$1,218,554.00</b>	<b>11</b>	<b>\$1,207,332.49</b>
<b>FYTD Totals</b>	<b>11</b>	<b>\$1,218,554.00</b>	<b>11</b>	<b>\$1,207,332.49</b>

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

**Table 2: Development Consents**

Application No.	Address	Description
DA2024/0095	30 Heraghty Road, PARKES	Recreational Facility (Outdoor) - Motorcross Track
DA2025/0012	121 Euchie Street, PEAK HILL	Secondary Dwelling (Manufactured Home)
DA2025/0021	33 Matthews Street, PARKES	Change of Use – from Emergency Services Facility to General Industry
DA2025/0028	366 Clarinda Street, PARKES	Change of Use - (Vehicle Sales Premises)
DA2025/0030	54 Corcoran Road, PARKES	Erection of a New Structure - Shed
DA2025/0031	43 Rosewood Avenue, PARKES	Dual Occupancy - Subdivision - Community Title
DA2025/0032	20 Forbes Road, PARKES	Advertising and Signage
DA2025/0034	33-35 Forbes Road, PARKES	Centre Based Child Centre and Subdivision (2 Lots)
DA2025/0036	111 Victoria Street, PARKES	Erection of a New Structure - Shed
DA2025/0037	16 Kadina Street, ALECTOWN	Erection of a New Structure - Shed
DA2025/0038	303 Nash Street, PARKES	Subdivision - Boundary Adjustment

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

**Table 3: Complying Development Certificates**

Development Category	July 2025		July 2024	
	No.	Estimated Value	No.	Estimated Value
Commercial	1	850,000.00	-	-
Community Facilities	-	-	-	-
Industrial	-	-	-	-
Infrastructure	-	-	-	-
Tourist Development	-	-	-	-
Single Dwelling-house	-	-	-	-
Residential Alterations and Additions inc. ancillary / outbuildings	1	\$44,752.00	1	\$51,799.09
Residential Other	1	\$436,949.00	-	-
Multi-Residential	-	-	-	-
Seniors Living	-	-	-	-
Subdivision only	-	-	-	-
Secondary Dwelling	-	-	-	-
Other inc. demolition, earthworks, advertising structure	-	-	-	-
<b>Totals</b>	<b>3</b>	<b>\$1,331,701.00</b>	<b>1</b>	<b>\$51,799.09</b>
<b>FYTD Totals</b>	<b>3</b>	<b>\$1,331,701.00</b>	<b>1</b>	<b>\$51,799.09</b>

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

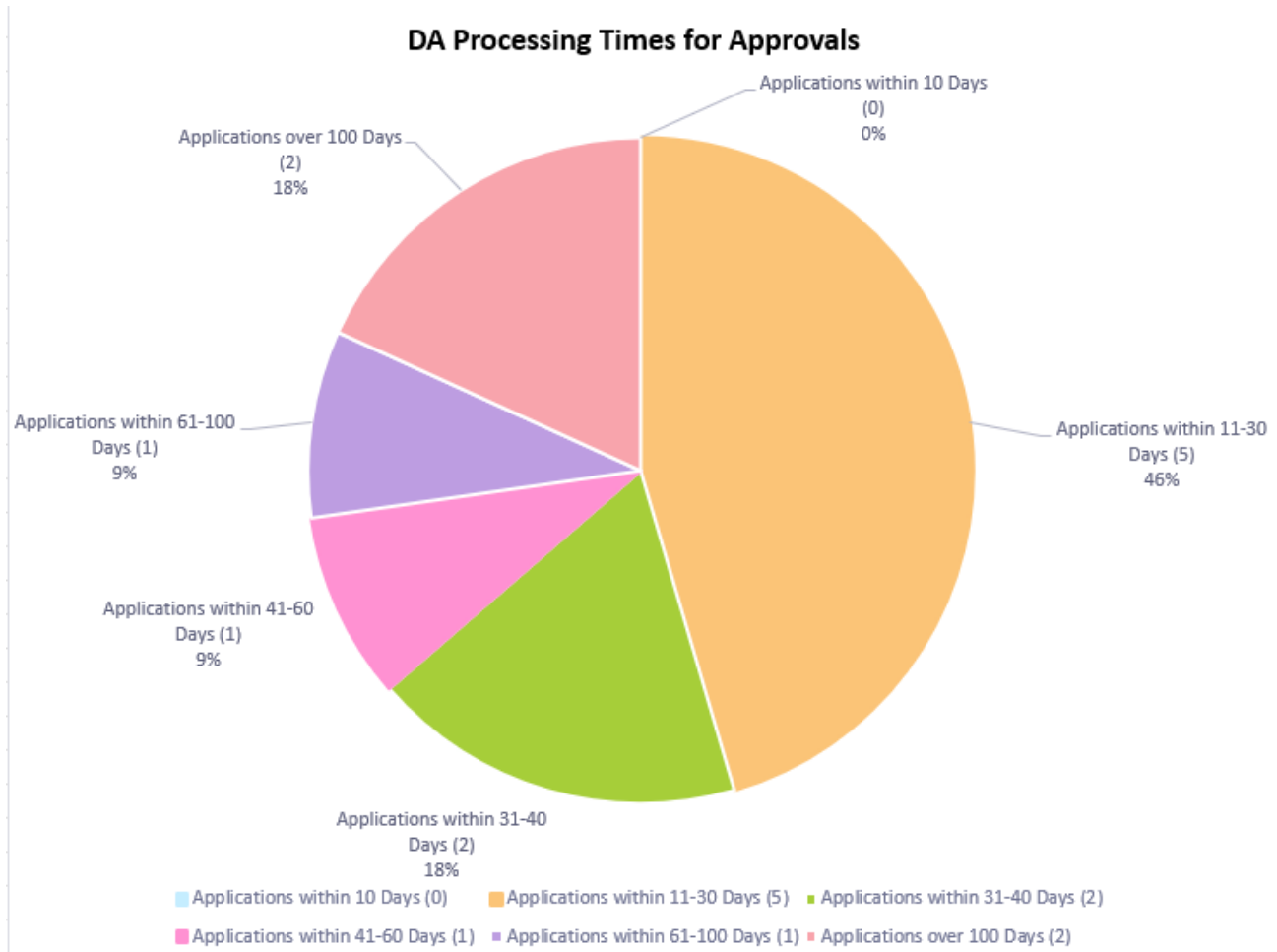
**Table 4: Complying Development Certificates**

Application No.	Address	Description	Certifying Authority
CDC2025/0010	Goonumbla Solar Farm, 42 Pat Meredith Drive, PARKES	Machinery Shed	Council
CDC2025/0011	The Welcome, 258 Cons Lane, PARKES	Alterations or additions to an existing building or structure	Council
CDC2025/0012	7136 Eugowra Road, PARKES	Swimming Pool & Child Restraint Barrier	Council
CDC2025/0013	Goldrush Road, PARKES	Single Storey Dwelling with Attached Double Garage, Alfresco & Porch	Private
CDC2025/0014	Bogan Street, PARKES	Internal alterations to intertenancy walls, demolition of existing sanitary facilities, construction of new sanitary facilities and internal shop fit out for use as retail premises for "Spotlight"	Private

#### DA Processing Times for Approvals

The information shown in the pie chart below is Development Application approvals issued for the period 1 July 2025 to 31 July 2025. It should be noted that a total eleven (11) Development Applications have been approved with an average of 56.53 days.

The average timeframe in which the internal referrals to the Technical Services and/or Infrastructure Departments were completed was 21.51 days.



### Activation Precinct Certificate Determinations

There were no new Activation Precinct Certificate determinations.

### LEGISLATIVE AND POLICY CONTEXT

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

### FINANCIAL IMPLICATIONS

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

### RISK IMPLICATIONS

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

### COMMUNITY CONSULTATION

Where a Development Application or Modification Development Application is required to be publicly exhibited, the application was made available for inspection at the Parkes Shire Council Administration Centre commencing from the date on which the public notice was placed in the local newspaper. The application was also included on the Parkes Shire Council website.

For Development Applications requiring neighbour notification, written notification of the proposed development was provided to the owner(s) of land immediately adjoining or adjacent to the subject land (as shown on Council's Property and Rating System at the time of notification) including land

that is separated from the subject land by watercourse, road, pathway, driveway, railway or similar thoroughfare.

Where more than one person is listed as the owner, written notification to one of the owners, is taken to be a notice to all of the registered owners.

## **CONCLUSION**

During the month of July 2025 there were eleven (11) Development Applications received totalling \$1,218,554.00 and eleven (11) consents were issued. There was one (1) Council Complying Development Certificate received totalling \$44,752.00 and two (2) Private Certifier Complying Development Certificates received totalling \$1,286,949.00. Three (3) Council Certifier consents were issued, and two (2) Private Certifier consents were issued.

# Development Activity Report

July 2025

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



## LODGED

11

Development Applications

3

Complying Development Certificates



## DETERMINED

11

Development Applications

3

Complying Development Certificates

2

Private Certifier Complying Development Certificates



**AVERAGE  
DEVELOPMENT  
APPLICATION  
PROCESSING TIME  
THIS MONTH  
56.53**

## Approved Development Applications



**VALUE OF APPLICATIONS RECEIVED  
\$2,550,255.00**



**18 QUESTIONS WITH NOTICE****18.1 USE OF SNAP SEND SOLVE**

**Author:** Matthew Scherer, Councillor  
**Authoriser:** Anthony McGrath, Director Customer, Corporate Services and Economy  
**Annexures:** Nil

**RECOMMENDATION**

That Council:

1. Receive and note the response to the Question with Notice submitted by Cr Scherer, as detailed in this report.

**QUESTION**

The following Question with Notice was received from Councillor Scherer.

"I am writing to request detailed information regarding the implementation and ongoing costs associated with the **Snap Send Solve** reporting platform, particularly in the context of local government or community use.

Specifically, I would appreciate clarification on the following points:

- **Cost to Set Up**

What is the initial setup cost for an organization or council to begin using Snap Send Solve? Please include details on any onboarding, training, or integration fees that may apply.

- **Monthly Running Cost**

What is the ongoing monthly cost to operate Snap Send Solve? Does this vary depending on the number of users or volume of reports?

- **Per-Incident Cost**

Is there a per-incident fee associated with each report submitted through the platform? If so, could you please outline the structure of these charges?

I only see 3 people using this service. Understanding these details is important as we consider the feasibility of using Snap Send Solve to assist with local maintenance issues, such as illegal dumping and stormwater drain blockages.

Thank you in advance for your time and assistance. I look forward to your response".

**RESPONSE:**

Parkes Shire Council is receiving emails from Snap Send Solve, which have been entered by members of our community using the Snap Send Solve app on their own mobile device. The Information and Records team then take that information and create a new Customer Request using Council's existing Customer Request Management (CRM) system.

There are commercial options available to Council to automatically integrate the data from Snap Send Solve into Council's CRM system, which would save some time in rekeying the information.

Details on the commercial options are considered commercial-in-confidence; however, the Snap Send Solve web site does indicate that “subscribing authorities” such as Parkes Shire Council can pay a fee for additional functionality. In addition, a fee is also payable to Council’s CRM provider.

Council staff have explored the subscription option however, the number of Snap Send Solve requests being received now, whilst growing, does not warrant the additional cost to take up the integration option at this time.

The following table provides some data on the number of Snap Send Solve requests received in comparison to all customer requests.

Request Type	FY 2024-2025	FY 2023-2024	FY 2022-2023
<b>Snap Send solve</b>	342	237	241
<b>CRMs</b>	4,948	3,936	4,178
<b><i>Total Requests Received</i></b>	<b>5,290</b>	<b>4,173</b>	<b>4,428</b>

Commercial costs to take up the Snap Send Solve option can be provided to Councillors by way of a further confidential report, should Council wish to receive that information.

In summary, Council staff are already processing requests received from Snap Send Solve. Councillors are also reminded that Council also provide access to its CRM system to enter requests via the website here: [Lodge a request or Report an issue Parkes Shire Council](#).

**18.2 NAMING OF UNNAMED WALKWAYS AND WALKING TRACKS**

**Author:** Ken McGrath, Councillor  
**Authoriser:** Logan Hignett, Director Operations  
**Annexures:** Nil

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**RECOMMENDATION**

That Council:

1. Receive and note the response to the Question with Notice submitted by Cr McGrath, as detailed in this report.

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**QUESTION**

The following Question with Notice was received from Councillor Kenny McGrath.

I have recently received enquiries from residents asking whether a walkway or walking track can be named in a family member's honour. I request that a list of unnamed walkways or walking tracks be presented to the next Road and Place Naming committee for naming consideration.

**RESPONSE:**

Council can certainly provide a list for consideration by the Road and Place Naming committee. The naming of walkways and walking tracks will need to follow the Geographical Names Board (GNB) guidelines for approval and gazettal.

Council also has previously adopted a [Public Memorials policy](#), which may provide an alternate option for residents. Under the policy a memorial tree, park seat or other memorial plaques can be used within an existing park or public space, to commemorate a person/family.

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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 PSC2025/016 - CONSTRUCTION OF CROAKER BASIN**

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

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

**19.2 PSC2025/054 - DESIGN AND CONSTRUCTION OF LED FIELD LIGHTING CHENEY PARK**

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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