Ordinary Council Meeting

Business Paper

Pursuant to section 9 of the *Local Government Act 1993*, notice is hereby given that an Ordinary Council Meeting of Parkes Shire Council will be held in the Parkes Council Chambers, 2 Cecile Street, Parkes on Tuesday 16 December 2025 at 3:00 PM.



Kent Boyd PSM

GENERAL MANAGER

Governing Body

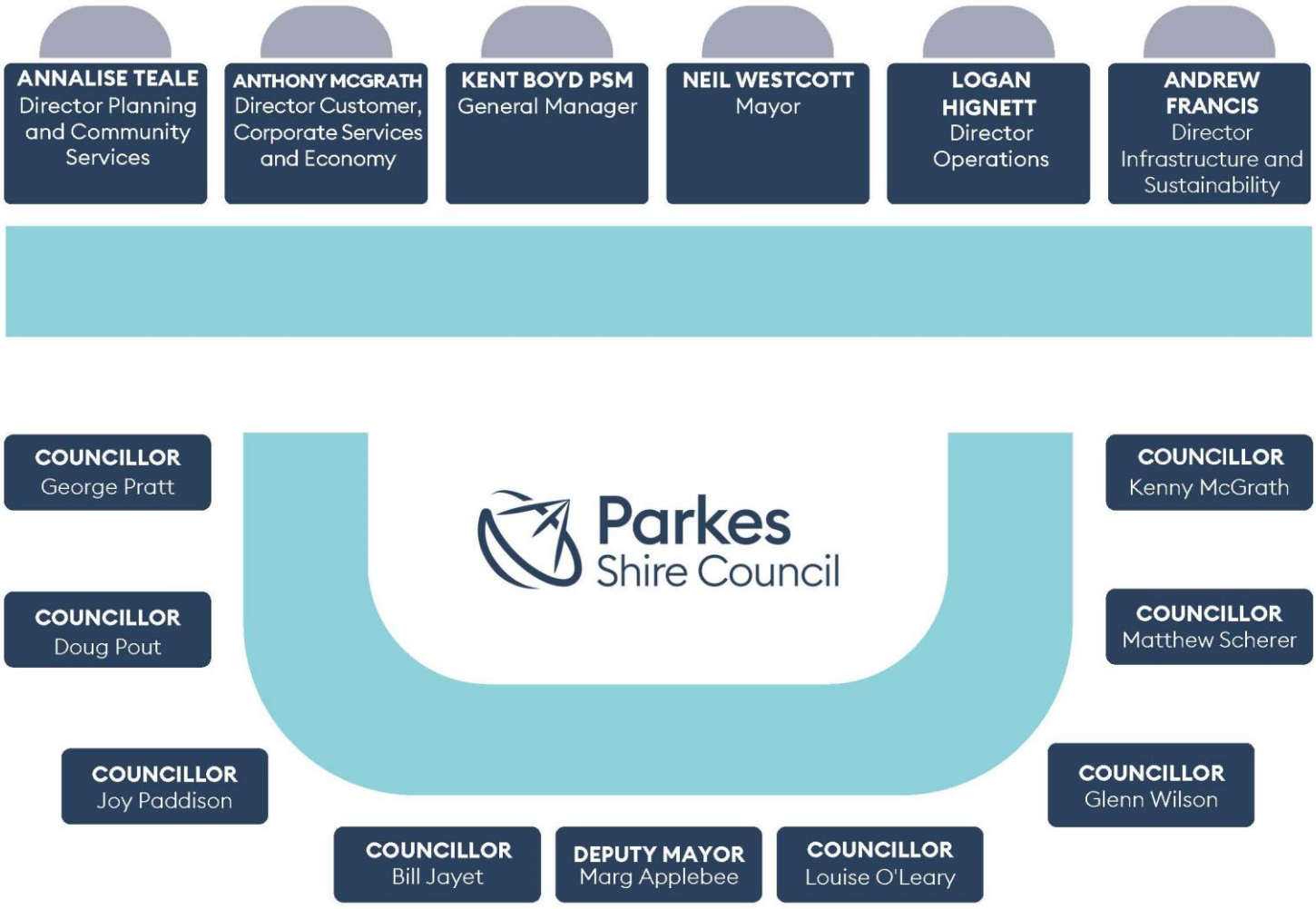
Composition:	Ten (10) Councillors
Membership:	Councillor WP Jayet, Councillor KM McGrath, Councillor LA O'Leary, Councillor J Paddison, Councillor DJA Pout, Councillor GW Pratt, Councillor MK Scherer, Councillor GS Wilson
Quorum:	6 Councillors
Chairperson:	Chairperson, Councillor NC Westcott
Deputy Chairperson: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

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

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

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

Council Chambers
Seating Plan



Parkes Shire Council
ABN 96 299 629 630
2 Cecile Street (PO Box 337)
Parkes NSW 2870
T 02 6861 2333
F 02 6862 3946
council@parkes.nsw.gov.au
parkes.nsw.gov.au

Guiding Principles

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

Councils should recognise diverse local community needs and interests.

Councils should consider social justice principles.

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

Councils should consider the principles of ecologically sustainable development.

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

Statement of Ethical Obligations

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

Oath or Affirmation of Office

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

Conflicts of Interest

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

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

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

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1 OPENING OF MEETING

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

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

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

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

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

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

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

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 PRAYER

4 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE

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

5 APPLICATIONS TO ATTEND BY AUDIO-VISUAL LINK

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

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

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

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

6 CONFIRMATION OF MINUTES

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

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

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

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

Annexures: **A. Ordinary Ordinary Council Meeting Meeting Minutes - 18 November 2025**

RECOMMENDATION

That Ordinary Council Meeting:

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

Ordinary Council Meeting

Minutes

Tuesday 18 November 2025

Minutes of the Ordinary Council Meeting

Held on Tuesday, 18 November 2025 at the

Parkes Council Chamber, 2 Cecile Street, Parkes

Present:

Cr Neil Westcott	Councillor (Chairperson)
Cr Marg Applebee	Councillor (Deputy Chair)
Cr William Jayet	Councillor
Cr Ken McGrath	Councillor
Cr George Pratt	Councillor
Cr Matthew Scherer	Councillor
Cr Glenn Wilson	Councillor

Council Officers in Attendance:

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

NOTES

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

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1 OPENING OF MEETING

The Mayor declared the Ordinary Council Meeting of Tuesday 18 November 2025 open and welcomed Councillors, Council Officers and members of the public attending and listening to the meeting.

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

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

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

2 ACKNOWLEDGEMENT OF COUNTRY

The Mayor read the following Acknowledgement of Country:

> *Parkes Shire Council acknowledges the Traditional Custodians of the Wiradjuri Country and recognises and respects their cultural heritage, beliefs and continuing connection with the lands and rivers of the Parkes Shire.*
>
> *Council pays its respects to Elders past, present and emerging and extends this respect to all First Nations peoples in the Parkes Shire.*

3 PRAYER

The General Manager read the Prayer:

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

4 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE

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

5 APPLICATIONS TO ATTEND BY AUDIO-VISUAL LINK

Nil

6 CONFIRMATION OF MINUTES

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

RESOLVED OCM 379/25

Moved: Cr Marg Applebee
Seconded: Cr George Pratt

That Ordinary Council Meeting receive and confirm the Minutes of the Ordinary Council Meeting held on Tuesday 21 October 2025 appended at *Annexure A.*

CARRIED

7 DISCLOSURES OF INTERESTS

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

Nil interests were disclosed.

8 LATE BUSINESS

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

1. ***12.8 - Minutes of the Plant Procurement Committee meeting held on 18 November 2025.***

9 ADOPTION OF MULTIPLE ITEMS OF BUSINESS

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

9.1 ADOPTION OF MULTIPLE ITMES

RESOLVED OCM 380/25

Moved: Cr George Pratt
Seconded: Cr William Jayet

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

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

CARRIED

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

10 MAYORAL MINUTE(S)

10.1 MAYOR PHYLLIS MILLER OAM - HONOURED AT 2025 MINISTERS' AWARDS FOR WOMAN IN LOCAL GOVERNMENT

RESOLVED OCM 381/25

Moved: Cr Neil Westcott
Seconded: Cr Marg Applebee

That Council:

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

CARRIED

10.2 NSW HONOUR FOR MICHAEL OSTLER, PRINCIPAL OF PARKES EAST PUBLIC SCHOOL

RESOLVED OCM 382/25

Moved: Cr Marg Applebee
Seconded: Cr William Jayet

That Council:

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

CARRIED

10.3 GRADDLE CREEK BRIDGE SOD TURN EVENT ON 28 OCTOBER 2025

RESOLVED OCM 383/25

Moved: Cr Neil Westcott
Seconded: Cr George Pratt

That Council:

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

CARRIED

10.4 THE ROYAL AUSTRALIAN COLLEGE OF GENERAL PRACTITIONERS (RACGP) CIVIC RECEPTION IN PARKES ON 28 OCTOBER 2025

RESOLVED OCM 384/25

Moved: Cr Marg Applebee
Seconded: Cr William Jayet

That Council:

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

CARRIED

10.5 BANGALA-LA PRESCHOOL AWARD AT CENTRAL WEST EARLY CHILDHOOD AWARDS ON 1 NOVEMBER 2025

RESOLVED OCM 385/25

Moved: Cr Neil Westcott
Seconded: Cr William Jayet

That Council:

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

CARRIED

10.6 GOODNESS GRAVEL EVENT IN PARKES SHIRE - 1-2 NOVEMBER 2025

RESOLVED OCM 386/25

Moved: Cr Marg Applebee
Seconded: Cr George Pratt

That Council:

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

CARRIED

10.7 MEETINGS, FUNCTIONS AND EVENTS ATTENDED BY MAYOR AND COUNCILLORS

RESOLVED OCM 387/25

Moved: Cr Marg Applebee
Seconded: Cr William Jayet

That Council:

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

CARRIED

10.8 COMING KNOWN EVENTS FOR MAYOR AND COUNCILLORS

RESOLVED OCM 388/25

Moved: Cr Neil Westcott
Seconded: Cr Marg Applebee

That Council:

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

CARRIED

11 COUNCILLOR REPORT(S)

11.1 RURAL AID PEAK HILL FARM RECOVERY EVENT OVERVIEW

RESOLVED OCM 389/25

Moved: Cr Neil Westcott
Seconded: Cr Marg Applebee

That Council:

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

CARRIED

12 REPORTS OF COMMITTEES

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

RESOLVED OCM 390/25

Moved: Cr George Pratt
Seconded: Cr William Jayet

That Council:

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

CARRIED

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

RESOLVED OCM 391/25

Moved: Cr George Pratt
Seconded: Cr William Jayet

That Council:

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

CARRIED

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

RESOLVED OCM 392/25

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

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

That Council:

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

CARRIED

12.4 MINUTES OF THE WASTE ADVISORY COMMITTEE MEETING HELD ON 4 NOVEMBER 2025

RESOLVED OCM 393/25

Moved: Cr George Pratt
Seconded: Cr William Jayet

That Council:

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

CARRIED

12.5 MINUTES OF THE LOCAL TRAFFIC FORUM MEETING HELD ON 5 NOVEMBER 2025

RESOLVED OCM 394/25

Moved: Cr George Pratt
Seconded: Cr William Jayet

That Council:

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

CARRIED

12.6 MINUTES OF THE PARKES SPORTS COUNCIL MEETING HELD ON 11 NOVEMBER 2025

RESOLVED OCM 395/25

Moved: Cr George Pratt
Seconded: Cr William Jayet

That Council:

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

CARRIED

12.7 MINUTES OF THE FLOODPLAIN MANAGEMENT COMMITTEE MEETING HELD ON 13 NOVEMBER 2025

RESOLVED OCM 396/25

Moved: Cr George Pratt
Seconded: Cr William Jayet

That Council:

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

CARRIED

12.8 MINUTES OF THE PLANT PROCUREMENT COMMITTEE MEETING HELD ON 18 NOVEMBER 2025

RESOLVED OCM 397/25

Moved: Cr Ken McGrath
Seconded: Cr Glenn Wilson

That Council:

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

CARRIED

13 REPORTS OF THE GENERAL MANAGER

13.1 INVESTMENTS AND BORROWINGS REPORT AS AT 31 OCTOBER 2025

RESOLVED OCM 398/25

Moved: Cr Marg Applebee
Seconded: Cr George Pratt

That Council:

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

CARRIED

13.2 MONTHLY FINANCIAL REPORTS AS AT 31 OCTOBER 2025

RESOLVED OCM 399/25

Moved: Cr Neil Westcott
Seconded: Cr William Jayet

That Council:

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

CARRIED

13.3 QUARTERLY BUDGET REVIEW AS AT 30 SEPTEMBER 2025

RESOLVED OCM 400/25

Moved: Cr George Pratt
Seconded: Cr Marg Applebee

That Council:

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

CARRIED

14 REPORTS OF THE DIRECTOR CUSTOMER, CORPORATE SERVICES AND ECONOMY

14.1 MAJOR PROJECTS AND CURRENT WORKS - CUSTOMER, CORPORATE SERVICES & ECONOMY - NOVEMBER 2025

RESOLVED OCM 401/25

Moved: Cr Ken McGrath
Seconded: Cr William Jayet

That Council:

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

CARRIED

14.2 REQUEST TO USE BOGAN GATE TOWN IMPROVEMENT RESERVE TO SUPPORT A GRANT FOR A TOILET BLOCK IN BURRAWANG PARK

RESOLVED OCM 402/25

Moved: Cr George Pratt
Seconded: Cr William Jayet

That Council:

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

CARRIED

14.3 REQUEST FOR FINANCIAL ASSISTANCE - COMMUNITY SAFETY WORKING GROUP - 19 NOVEMBER 2025

RESOLVED OCM 403/25

Moved: Cr George Pratt
Seconded: Cr William Jayet

That Council:

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

CARRIED

14.4 REQUEST TO USE TULLAMORE TOWN IMPROVEMENT FUND RESERVE TO UPGRADE THE LIGHTS AT POLA PARK

RESOLVED OCM 404/25

Moved: Cr George Pratt
Seconded: Cr William Jayet

That Council

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

CARRIED

14.5 NATIONAL TOWN CRIER CHAMPIONSHIP 9-12 OCTOBER 2025

RESOLVED OCM 405/25

Moved: Cr George Pratt
Seconded: Cr William Jayet

That Council:

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

CARRIED

14.6 MODEL CODE OF CONDUCT COMPLAINTS STATISTICS SEPTEMBER 2024 - AUGUST 2025

RESOLVED OCM 406/25

Moved: Cr George Pratt
Seconded: Cr William Jayet

That Council:

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

CARRIED

14.7 ADOPTION OF COUNCIL POLICIES - WORK, HEALTH AND SAFETY POLICY STATEMENT

RESOLVED OCM 407/25

Moved: Cr George Pratt
Seconded: Cr William Jayet

That Council:

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

CARRIED

14.8 ENDORSEMENT OF THE 2024-2025 ANNUAL REPORT

RESOLVED OCM 408/25

Moved: Cr Marg Applebee
Seconded: Cr George Pratt

That Council:

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

CARRIED

14.9 RISK MANAGEMENT - INSURANCE PORTFOLIO - 2025-2026

RESOLVED OCM 409/25

Moved: Cr George Pratt
Seconded: Cr William Jayet

That Council:

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

CARRIED

14.10 APPOINTMENT OF COUNCILLOR DELEGATES TO 2026 CONFERENCES

RESOLVED OCM 410/25

Moved: Cr Neil Westcott
Seconded: Cr Marg Applebee

That Council:

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

(f) LGNSW Water Management Conference: Cr TBC

NSW Public Libraries Association Conference (SWITCH): Councillors WP Jayet

(g) Local Government NSW ("LGNSW") Annual Conference: Mayor Neil Westcott, Deputy Mayor Marg Applebee and Cr Bill Jayet

(h) ALGA National Local Roads and Transport Congress: TBC

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

2. Approve reimbursement of out-of-pocket expenses by Councillor delegates in attending the above conferences, in accordance with the Councillor Expenses and Facilities Policy.

3. Voting Delegates:

(a) Delegate the Mayor and/or Deputy Mayor as voting Delegates at the ALGA National General Assembly (NGA) of Local Government.

(b) Delegate the Mayor and/or Deputy Mayor as voting Delegates at the LGNSW Annual Conference and LGNSW General Election.

CARRIED

15 REPORTS OF THE DIRECTOR INFRASTRUCTURE AND SUSTAINABILITY

15.1 MAJOR PROJECTS AND CURRENT WORKS - INFRASTRUCTURE AND SUSTAINABILITY

RESOLVED OCM 411/25

Moved: Cr George Pratt
Seconded: Cr Marg Applebee

That Council:

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

CARRIED

15.2 ADOPTION: BOGAN GATE FLOOD RISK MITIGATION STUDY AND PLAN

RESOLVED OCM 412/25

Moved: Cr George Pratt
Seconded: Cr Marg Applebee

That Council:

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

CARRIED

15.3 ADOPTION: COOKAMIDGERA FLOOD RISK MITIGATION STUDY AND PLAN

RESOLVED OCM 413/25

Moved: Cr George Pratt
Seconded: Cr Marg Applebee

That Council:

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

CARRIED

16 REPORTS OF THE DIRECTOR OPERATIONS

16.1 MAJOR PROJECTS AND CURRENT WORKS - OPERATIONS

RESOLVED OCM 414/25

Moved: Cr Neil Westcott
Seconded: Cr Ken McGrath

That Council:

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

CARRIED

16.2 REQUEST FOR EXTENSION OF CLEANING SERVICES CONTRACT

RESOLVED OCM 415/25

Moved: Cr George Pratt
Seconded: Cr William Jayet

That Council:

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

CARRIED

17 REPORTS OF THE DIRECTOR PLANNING AND COMMUNITY SERVICES

17.1 DA2025/0068 MOTEL ACCOMMODATION, 33-35 FORBES ROAD, PARKES

RESOLVED OCM 416/25

Moved: Cr Marg Applebee
Seconded: Cr William Jayet

That:

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

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

Against: Nil

CARRIED 7/0

17.2 OCTOBER 2025 BUILDING STATISTICS UPDATE

RESOLVED OCM 417/25

Moved: Cr George Pratt
Seconded: Cr William Jayet

That Council:

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

CARRIED

18 NOTICES OF MOTION/QUESTIONS WITH NOTICE

18.1 RECOGNITION OF THE PARKES TRACTOR TREKKERS - BOURKE TO BIRDSVILLE CHARITY TREK

RESOLVED OCM 418/25

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

That Council:

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

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

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

CARRIED

19 CONFIDENTIAL MATTERS

RESOLVED OCM 419/25

Moved: Cr Marg Applebee
Seconded: Cr William Jayet

That Ordinary Council Meeting:

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

19.1 SALE OF COMMERCIAL PROPERTY - NEIGHBOURHOOD CENTRAL

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

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

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

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

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

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

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

CARRIED

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

19.1 SALE OF COMMERCIAL PROPERTY - NEIGHBOURHOOD CENTRAL

RESOLVED OCM 420/25

Moved: Cr Neil Westcott
Seconded: Cr Marg Applebee

That:

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

CARRIED

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

RESOLVED OCM 421/25

Moved: Cr Marg Applebee
Seconded: Cr Ken McGrath

That Council:

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

CARRIED

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

RESOLVED OCM 422/25

Moved: Cr Marg Applebee
Seconded: Cr William Jayet

That Ordinary Council Meeting:

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

CARRIED

20 REPORT OF CONFIDENTIAL RESOLUTIONS

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

21 CONCLUSION OF MEETING

The meeting concluded at 4:34 pm.

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



MAYOR

7 DISCLOSURES OF INTERESTS

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

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

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

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

Obligations	
Pecuniary Interests	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. The Councillor must not be present at, or in sight of, the meeting: (a) At any time during which the matter is being considered or discussed, or (b) At any time during which the Council is voting on any question in relation to the matter.
Non-Pecuniary Conflicts of Interest	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.
Significant Non-Pecuniary Conflicts of Interest	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.
Less than Significant Non-Pecuniary Interests	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.

8 LATE BUSINESS

9 ADOPTION OF MULTIPLE ITEMS OF BUSINESS

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

10 MAYORAL MINUTE(S)

10.1 MEETINGS, FUNCTIONS AND EVENTS ATTENDED BY MAYOR AND COUNCILLORS

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

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

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

Author: **Cr Neil Westcott**

Annexures: **Nil**

MOTION

That Council:

1. Note the report on the Meetings functions and events attended in an official capacity, by the Mayor and Councillors during the period 15 November 2025 through to 12 December 2025.

REPORT

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

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

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

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

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



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



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



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



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



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









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

Cr Neil Westcott

MAYOR

10.2 COMING KNOWN EVENTS FOR MAYOR AND COUNCILLORS

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

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

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

Author: **Cr Neil Westcott**

Annexures: **Nil**

MOTION

That Council:

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

REPORT

Table1. below, lists the upcoming meetings, functions and events requiring the attendance of the Mayor or Councillors in relation to community or civic matters during the period 13 December 2025 through to 20 January 2026:

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

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

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



Cr Neil Westcott
MAYOR

10.3 GEORGIE'S PANTRY - URGENT NEED FOR NEW PREMISES

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

Goal: Our community is safe, active and healthy.

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

Author: **Cr Neil Westcott**

Annexures: **Nil**

MOTION

That Council:

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

REPORT

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

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

Current Situation

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

Proposal

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

Cr Neil Westcott

MAYOR

10.4 PARKES ELVIS FESTIVAL - MEDIA EVENTS, BOB AND ANNE STEEL AND PRISCILLA PRESELY

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

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

Strategy: Support and deliver events, festivals and local celebrations that support community connectivity, citizenship and pride.

Author: **Cr Neil Westcott**

Annexures: **Nil**

MOTION

That Council:

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

REPORT

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

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

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

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

The Morning Show

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



Cr Neil Westcott

MAYOR

11 COUNCILLOR REPORT(S)

11.1 SWITCH LIBRARY CONFERENCE 2025

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

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

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

Author: **William Jayet, Councillor**

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

Annexures:
A. SWITCH Report - Kerryn Jones ⇩
B. SWITCH Report - Amy Butler ⇩
C. SWITCH Report - Deb Anderson ⇩

RECOMMENDATION

That Council:

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

BACKGROUND

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

ISSUES AND COMMENTARY

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

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

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

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

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

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

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

Motion 1:
Submitted by Central West Zone.

Motion 2:

That the NSW Public Libraries Association:

1: Collaborate with the State Library of NSW, the Australian Library and Information Association (ALIA) and other relevant stakeholders to:

2: Curate a centralised and accessible database of Media and Information Literacy (MIL) training resources tailored for public library staff.

3: Support the development and delivery of affordable MIL training programs for public librarians, potentially modelled on successful frameworks such as the "23 Things" program or the 2.0 initiative.

Motion 3:

That the NSWPLA:

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

The campaign will seek to:

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

To support this campaign, NSWPLA will:

1: Coordinate the collection and analysis of data to quantify the extent and impact of cost-shifting and service expectations placed on public libraries and staff.

2: Provide campaign resources, including report templates, briefing notes and correspondence tools for councils to engage with State and Federal representatives.

3: Support advocacy efforts for appropriate staffing, training, and funding where libraries are expected to assist with agency services.

Motion 4:

That NSWPLA:

1: Reaffirms its unwavering commitment to the core value of intellectual freedom, including the right of all individuals to freely choose what they read, view, and access in public libraries.

2: Endorses the principle that collections and resources in NSW public libraries should reflect the diverse interests, perspectives, and needs of the communities they serve.

3: Supports the professional responsibility of qualified library staff to develop and manage collections without external censorship or political interference, in alignment with the ALIA Statement of Free Access to Information and related ethical guidelines.

4: Commits to advocating for policies and practices that uphold the freedom to read, and oppose any attempts to ban, restrict, or censor library materials based on personal, political, or ideological objections.

5: Encourages all member councils and public libraries across NSW to publicly affirm their support for intellectual freedom and to engage in community education on the importance of free and open access to information.

All up - a highly successful annual conference.

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



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



William Jayet

COUNCILLOR

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

Report from Switch 2025
Amy Butler

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

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

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

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

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

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

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

SWITCH Conference 2025

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

Debbie Anderson

Trundle Branch

11.2 CENTRAL NSW JOINT ORGANISATION (CNSWJO) BOARD MEETING IN SYDNEY ON 12 NOVEMBER 2025

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

Goal: Our Local Government is contemporary, effective and effecient.

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

Author: **Marg Applebee, Deputy Mayor**

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

Annexures: **A. CNSWJO - Delegate Board Meeting Minutes - 12 November 2025** ⇩

RECOMMENDATION

That Council:

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

ISSUES AND COMMENTARY

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

See attached the Minutes from the meeting.

Cr Marg Applebee

DEPUTY MAYOR

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

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

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

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

More detail on reports to the meeting are below where the agenda can be found on the CNSWJO website.

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







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

2024/25 Annual Performance Statement

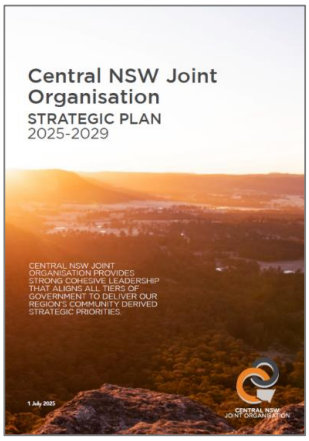


The CNSWJO is required to submit an Annual Performance Statement (the Statement) by 30 November 2025. The Statement reports progress on the implementation of CNSWJO's Strategic Plan.

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

The 2024/25 Annual Performance Statement can be found on the CNSWJO website.

Statement of Strategic Regional Priorities 2025-2029



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

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

The SSRP can be found on the CNSWJO website.

Advocacy

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

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

The following submissions were endorsed:

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

Renewable Energy Community Benefit Sharing

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

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

Procurement and Contracts

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

Regional Resilience Program

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

The Board endorsed the Regional Evacuation Centre Assessment report.

Regional Prosperity

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

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

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

Telecommunications

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

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

Transport

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

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

Water

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

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

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

Regional Energy Report

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

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

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

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

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

JO Chairs' Forum

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

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

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



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

Spend on aggregated contracts

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

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

Savings on aggregated contracts and other programming

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

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

Grant Funding

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

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

Attachments

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

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

Voting delegates

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

Associate Member delegates and others attending

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

Voting members in **bold**

1 **Meeting opened** at 9.30am, Chaired by Cr K Beatty

2 **Acknowledgement of Country**

3 **Apologies**- Cr P Miller, Cr N Westcott, Mr D Sherley, Mr S Dunshea, Mr B Omundson, Mr B Fry

RESOLUTION 25/11- 3
Moved: Cr Andrew McKibbin
Seconded: Cr John Medcalf

That the apologies for the Central NSW Joint Organisation Board meeting 12 November 2025 listed above be accepted.

CARRIED

4 **Conflicts of Interest**

RESOLUTION 25/11 – 4
Moved: Cr Andrew McKibbin
Seconded: Cr Robert Taylor

No conflicts of interest were declared.

CARRIED

5 **Speakers**

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

- **5c Regional Chief Information Security Officer** – Mr Jordan Welden-Iley – Cyber Security training session for Board and General Managers
  Action: Mr Welden-Iley to circulate the model AI policy to member councils

6 Minutes

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

RESOLUTION 25/11 – 6a
Moved: Cr John Medcalf
Seconded: Cr Bruce Reynolds

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

CARRIED

6b Noting the Minutes of the CNSWJO GMAC Meeting held on 24 July 2025 in Blayney
6c Noting the Minutes of the CNSWJO GMAC Meeting held on 30 October 2025 in Eugowra

RESOLUTION 25/11 – 6b and 6c
Moved: Cr Bruce Reynolds
Seconded: Cr John Medcalf

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

CARRIED

7 Business Arising from the Minutes- Matters in Progress

RESOLUTION 25/11 – 7
Moved: Cr Cass Coleman
Seconded: Cr Paul Best

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

CARRIED

8a Financial Report

RESOLUTION 25/11 – 8a
Moved: Cr Andrew McKibbin
Seconded: Cr Bruce Reynolds

That the Board note the Financial Report and

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

CARRIED

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

RESOLUTION 25/11 – 8b
Moved: Cr Robert Taylor
Seconded: Cr John Medcalf

That the Board note the Adoption of the Audited Financial Statements for the year ended 30 June 2025 Report and

1. adopt the Central NSW Joint Organisation General Purpose Financial Statements for the year ended 30 June 2025, and
2. circulate the confidential Audit Management Letter to Board members.

CARRIED

8c Governance Report

RESOLUTION 25/11 – 8c
Moved: Cr Tony Mileto
Seconded: Cr Robert Taylor

That the Board note the Governance Report and

1. endorse the 2024/25 Annual Performance Statement, place it on the CNSWJO website and send a copy to the OLG,
2. note the advice on Code of Conduct complaint statistics,
3. note the Pecuniary Interest Returns under s450a of the Local Government Act 1993,
4. determine the dates for Board meetings for 2026 be:
   - 26 February 2026– Grenfell (Weddin)
   - 27 + 28 May 2026– State/Federal visit pending sitting dates once released
   - 26 + 27 August 2026– State/Federal visit pending sitting dates once released
   - 26 November 2026- Bathurst
5. determine the dates for GMAC meetings for 2026 be:
   - 5 February 2026- Orange
   - 30 April 2026- Cowra
   - 30 July 2026- Orange
   - 22 October 2026 – Forbes

CARRIED

8d Policy and Procedure Review Report

RESOLUTION 25/11 – 8d
Moved: Cr Bruce Reynolds
Seconded: Cr Cass Coleman

That the Board note the Policy and Procedure Review Report and

1. endorse the move from an annual to a 3-yearly schedule for policy reviews,
2. adopt the updated Code of Meeting Practice,
3. adopt the following new policies and procedures:
   - AI Use Policy,
   - Password Policy,
   - Higher Duties Policy,
   - Evaluation Panel Responsibilities Procedure,
4. note the amendments to various policies, including the revamped Advocacy Policy and Advocacy Procedure.

CARRIED

8e Statement of Strategic Regional Priorities 2025-2029 Report

RESOLUTION 25/11 – 8e
Moved: Cr Bruce Reynolds
Seconded: Cr Andrew McKibbin

That the Board note the Statement of Strategic Regional Priorities 2025-2029 Report and

1. note the feedback provided during the exhibition period for the Statement of Strategic Regional Priorities,
2. adopt the Strategic Plan and Statement of Strategic Regional Priorities 2025-2029,
3. note the Portfolio Mayors for the priorities for the SSRP 2025-2029 are:
   - Priority 1: Leveraging our reputation and strength in collaboration- Cr Kevin Beatty
   - Priority 2: Regional prosperity through better connected infrastructure and services- Cr Neil Westcott and Cr Bruce Reynolds
   - Priority 3: Improved and fit-for-purpose infrastructure in health and ageing- Cr Phyllis Miller, Cr John Medcalf and Cr Neil Westcott
   - Priority 4: Telecommunications- Cr Kevin Beatty and Cr Phyllis Miller
   - Priority 5: Regional transport planning and infrastructure prioritisation- Cr Andrew McKibbin, Cr Bruce Reynolds and Cr Paul Smith
   - Priority 6: Regional water security and productive water- Cr Paul Smith, Cr Tony Mileto, Cr Robert Taylor, Cr Bruce Reynolds and Cr Andrew Rawson
   - Priority 7: Climate change adaptation and mitigation- Cr Cass Coleman, Cr Neil Westcott and Cr Andrew Rawson
4. endorse the interim organisational structure of the CNSWJO, and seek a report on a reviewed structure upon the appointment of the Executive Officer,
5. note the risk matrix has been reviewed and updated, and
6. that all Board members and General Managers respond to the SSRP Evaluation survey once issued.

CARRIED

8f Advocacy Report

RESOLUTION 25/11 – 8f
Moved: Cr Bruce Reynolds
Seconded: Cr Andrew McKibbin

That the Board note the Advocacy Report and

1. endorse the proposed new Advocacy Framework,
2. endorse the creation of an Annual Advocacy Plan and Activities Schedule, to be provided at the February 2026 Board meeting for endorsement,
3. endorse the creation of Portfolio Position Statements to be embedded within each Annual Advocacy Plan and Activities Schedule,
4. endorse the creation of Advocacy Repositories for each Portfolio, with legacy “Advocacy Plans” content being migrated into each corresponding Repository,
5. seek an update from Penrith City Council on the status of the business case for the Castlereagh Corridor,
6. endorse the following submissions and place them on the CNSWJO website:
   - NSW EPA Climate Change Licensee Reporting Requirements,
   - NSW Legislative Council's Inquiry into Rural Housing and Second Dwellings Reform, and
   - Review of the Operations of the NSW Reconstruction Authority regarding the NSW East Coast severe weather, and
7. seek a presentation from Western Sydney Airport

CARRIED

8g Renewable Energy Community Benefit Sharing Report

RESOLUTION 25/11 – 8g
Moved: Cr Andrew McKibbin

Seconded: Cr Cass Coleman

That the Board note the Renewable Energy Community Benefit Sharing Report and

1. confirm its support and participation in a state-wide collaborative approach to community benefit sharing to:
   a. understanding and applying the new benefit-sharing guideline for large-scale energy developments,
   b. developing council policies and procedures for negotiating community benefits-sharing arrangements, and
   c. advocating for clear planning processes, additional guidelines and retrospective arrangements to ensure net community benefit for regional host communities for all energy developments,
2. endorse the Draft *Discussion Paper: Lessons Learned on renewable energy projects in the region and Voluntary Planning Agreements,*
3. request that the CNSWJO Planners Group consider the Draft *Discussion Paper: Lessons Learned on renewable energy projects in the region and Voluntary Planning Agreements* at its next meeting and provide advice on the actions within the Discussion Paper to be progressed at a regional level, with a report provided back to the Board in due course,
4. seek a presentation from Mr Brad Cam from Mid-Western Regional Council at the February 2026 Board meeting in relation to an update on the progress of the significant number of developments and their impacts in that region, and
5. seek a proposal to facilitate a workshop with councils in relation to community benefit-sharing, and
6. follow up with Cr Sam Coupland in relation to the documents discussed at the 12 June meeting.

CARRIED

8h Procurement Report

RESOLUTION 25/11 – 8h
Moved: Cr Paul Smith
Seconded: Cr Robert Taylor

That the Board note the Regional Procurement Report and approves the updates to the procurement plan.

CARRIED

8i Regional Resilience Program Report

RESOLUTION 25/11 – 8i
Moved: Cr Tony Mileto
Seconded: Cr Robert Taylor

That the Board note the Regional Resilience Program Report and

1. endorse the Regional Evacuation Centre Assessment Report and note the identified recommendations, including:
   a. a total of $3 million in upgrades for Council-owned sites have been recommended for evacuation centres across the region, which will require further funding to implement,
   b. that councils consider their individual reports and supporting documentation in relation to the recommendations; and
   c. consideration of future work to assess Emergency Operations Centres (EOCs), as outlined in the report, and

2. endorse the approved Disaster Ready Fund Round 2 variation request and note that the Milestone 2 claim will proceed in accordance with the revised project schedule and deliverables.

CARRIED

8j Regional Prosperity Report

RESOLUTION 25/11 – 8j
Moved: Cr Marg Applebee
Seconded: Cr Paul Best

That the Board note the Regional Prosperity Report and

1. write to the NSW Planning Minister in support of advocacy by Local Government NSW and the Country Mayors Association regarding the changes to the Planning Legislation, and
2. a report be provided to the Board for alternate options for the tourism operations delivered by the JO.

CARRIED

8k Health Report

RESOLUTION 25/11 – 8k
Moved: Cr John Medcalf
Seconded: Cr Paul Best

That the Board note the Health Report and that the renewed MoU with RDN is under review to be signed in early 2026.

CARRIED

8l Telecommunications Report

RESOLUTION 25/11 – 8l
Moved: Cr Marg Applebee
Seconded: Cr John Medcalf

That the Board note the Telecommunications Report and endorse the development of a Regional Digital Plan including separate LGA plans in partnership with nbn Local, Regional Development Australia Central West and other providers including Telstra.

CARRIED

8m Regional Transport Report

RESOLUTION 25/11 – 8m
Moved: Cr Andrew McKibbin
Seconded: Cr Tony Mileto

That the Board note the Regional Transport Report.

CARRIED

8n Regional Water Report

RESOLUTION 25/11 – 8n
Moved: Cr Cass Coleman
Seconded: Cr Paul Smith

That the Board note the Regional Water Report.

CARRIED

8o Regional Energy Report

RESOLUTION 25/11 – 8o
Moved: Cr Marg Applebee
Seconded: Cr Bruce Reynolds

That the Board note the Regional Energy Report and

1. endorse the JONZA Round 3 project management plan,
2. lobby the relevant Federal Government department/s for the Grid Enhancing Technologies grant guidelines to be modified for the next round of funding to allow local government entities to apply,
3. endorse the Landfill Emissions Abatement Knowledge Sharing (LEAKS) Program project plan, and
4. endorse the Landfill Emissions Working Group terms of reference.

CARRIED

8p Quarterly Review of the Central NSW JO Strategic Plan and Statement of Strategic Regional Priority 2022-2025

RESOLUTION 25/11 – 8p
Moved: Cr Robert Taylor
Seconded: Cr John Medcalf

That the Board note the Quarterly Review of the Central NSW JO Strategic Plan and Statement of Regional Strategic Priorities 2022-2025 report and

1. recognise the return on investment (ROI) for member councils in 2024/25 was 6.28:1, and
2. endorse the renewal of the MoU with RDA Central West, noting the 2026 collaborative activity schedule.

CARRIED

9a RDA Central West Update

The Board noted the RDA Central West Update Report.

9b NSW Premier's Department Update

The Board noted the NSW Premier's Department Update Report.

9c OLG Update Report

The Board noted the OLG Update Report.

10 Confidential Session

RESOLUTION 25/11 – 10
Moved: Cr Marg Applebee
Seconded: Cr Andrew McKibbin

That the Board

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

CARRIED

Stakeholders from RDACW, NSW Premier's Department, and NSW OLG left the room.

10a Regional Cyber Security Program Report- Confidential

RESOLUTION 25/11 – 10a
Moved: Cr Cass Coleman
Seconded: Cr Paul Best

That the Board note the Regional Cyber Security Program Report and endorse the Regional Cyber Security Strategy & Roadmap.

CARRIED

CNSWJO staff left the room.

10b Confidential Session

RESOLUTION 25/11 – 10b
Moved: Cr Cass Coleman
Seconded: Cr Marg Applebee

That the Board resolve out of closed session.

CARRIED

11 Matters Raised by members

Lithgow – Seeking support from members for a notice of motion to the LGNSW conference in relation to the development of a State Assistance Grants program.

- Support was provided by members.

12 Late Reports - Nil

13 General business - Nil

14 Speakers to the next meeting

- Brad Cam, General Manager, Mid Western Regional Council re VPAs for renewable energy projects
- Western Sydney Airport
- NSW Farmers Federation
- Ms Kate Lorimer Ward – Local Land Services re feral pigs issue

Meeting closed at 4.33pm

Page 8 is the last page of the Central NSW Joint Organisation Board meeting minutes of meeting of 12 November 2025 held in Sydney.

11.3 COUNTRY MAYORS ASSOCIATION AGM & MEETING

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

Goal: Strong relationships

Strategy: Work in partnership with other Councils, regional organisations and State and Federal Governments.

Author: **Neil Westcott, Mayor**

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

Annexures: **A. CMA Minutes from meeting held on 14.11.2025** ⇩

RECOMMENDATION

That Council:

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

ISSUES AND COMMENTARY

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

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

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

Cr Neil Westcott
MAYOR

THE COUNTRY MAYORS ASSOCIATION OF NSW INC

"What we want is nothing more than equity"

Chairman: *Cr Rick Firman OAM*
C/- Temora Shire Council,
PO Box 262, Temora NSW 2666
Email:*admin@nswcountrymayors.com.au*

MINUTES

The General Meeting of the Country Mayors Association of NSW Inc was held on **Friday 14 November 2025, in the Theatrette, Parliament House, Macquarie Street from 8:20am until 1pm (inclusive of the CMA's 2025 AGM). The meeting had a Skills and Education theme.**

The attendance and apologies are listed at the end of the minutes.

8:20am The meeting commenced with a welcome from CMA Chairman Mayor Rick Firman OAM and his introduction of the first guest speaker NSW Premier, the Hon. Chris Minns MP.

8:30am Presentation and Q&A – NSW Premier, the Hon. Chris Minns MP

The Premier commended the work of CMA Chairman and the Country Mayors Association in general. He emphasised how "country councils are like the canaries in the coal mine, whether it be crime or water." In addressing the underfunding of Councils, Premier Minns said that "NSW has 1/3 of the population but we get a disproportionate share of the federal tax dollar – it just has to go up".

Q. Mayor Sharon Cadwallader (Byron Shire) asked about Councils paying for roads in Crown Lands.
Premier: We support your call for Federal Financial Assistance Grants to return to 1% (of tax revenue) but I don't see that as a justification for Councils bearing additional costs. I will look into the matter.
Q. Mayor Jasmin Jones (Yass Valley Council) asked about REZ burdens.
Premier: The Premier described scenario with the coal power station shutdowns. It is not about whether you believe in climate change. We need to produce energy. We need to produce NSW gas – I understand it's unpopular but we must act to meet the State's energy needs, to keep the lights on.
We cannot slow down the roll out of renewable energy projects.
Mayor Jones: If we can talk about capacity building.
Then: No local council input in the planning and development approval process.
Premier: Local Planning panels should have local involvement.
Mayor Patricia White (Shoalhaven City Council): Thank you for visiting the Shoalhaven. At one stage, we were $35mil in the red, due to slow disaster payments. Would you consider some of the Queensland measures?
Premier: We work with the Federal Government and we are still waiting on the Lismore flood reimbursement from the Federal Government (from four years ago). We are looking at nicking ideas from Queensland to speed up the delivery of funds.

Q: Mayor Sarah Ndiaye (Byron Shire): There are Mayors working full-time for $33,000pa. We are given a stipend and not a wage so a Mayor cannot even get Centrelink maternity leave.
Premier: I hope that my respect for those in Local Government has been evident. When you go to Coles or Wollies, it takes you three times as long. I know you do it because you believe you need to. I am prepared to look at it.
Mayor Lachlan Ford (Bourke Shire): Thanks for the youth funding. The growth of National Parks has been a real concern for our Shire and western NSW. It has reduced the productivity of our LGA.
Premier: We spent two years developing the policy. The land clearing policy was not rushed.
Mayor Ford: We were never spoken to and $80mil. GDP has been lost from our Shire.

Mayor Paul Culhane (Upper Lachlan Shire): We have less than one person / square km. We could contribute to low-cost housing and the housing crisis.
Premier: We are limited by capacities, in communities and the building sector.

Premier Minns concluded with news that will help with Police numbers: We've had a 70% increase in applications for the Police Academy, thanks to a great recruitment campaign promoting the ability of new officers to work in their home towns.

A thank you gift was presented by CMA Chairman Mayor Rick Firman OAM

9:10am Presentation and Q&A – Federal Shadow Local Government Minister, Dr. Anne Webster MP

Dr. Webster commended and thanked the CMA, especially for Governor's reception, saying it was a very memorable night.
The Federal Shadow Local Minister is a regional MP and described how "lowering the default speed limit would greatly impact us in the country, our productivity."
Dr. Webster also discussed Federal funding programs. Regarding FA Grants, Dr Webster spoke with NSW Local Government Minister Ron Hoenig and NSW Shadow Local Government Minister Chris Rath and we do need something to change. FA grants for metro Councils are like dessert, nice to have but not really necessary. 5% of Sydney councils actually need the FA Grants. Local Councils are responsible for 77% of roads but it's 90% in country NSW.
NSW has seen a reduction on nearly $6Billion in funding from the Federal Government.
Dr. Webster also discussed the Red fleet issue and Mobile black spots. She encouraged CMA Members to advise her office of issues they encounter.

Q: Mayor Petrie (Tenterfield Shire): NSW is receiving over $12Billion less GST but Victoria is getting more back than that State pays. Can you do something there?
Dr. Webster: I will take that on notice.
Q: Mayor Coupland (Armidale Regional Council): NSW Local Government is set up to fail but not in QLD. Local Government needs to be empowered and uncapping (of rates) needs to occur.
Dr. Webster: That is a question for the Premier. I would support that but my passion is the FA Grants and I don't see any appetite (for change) from Minister McBain and King.
Q: Mayor John Harvie (Murray River Council): We'd like a commitment to return to 1%. Would the Coalition take that to the next election?
Dr. Webster: We need to know if the 1% is the answer to financial unsustainability.
Q: Mayor Tiffany Galvin (Gwydir Shire): We have times when we have no mobile service at all. It's dangerous.
Dr. Webster: Please tell me these stories in writing. What we are hearing is just not good enough. It's inequity.
Q: Mayor Robert Bell (Uralla Shire): The 1% is key. Truck drivers pay so much (in taxes) for using our roads and don't see much going to roads.
Q: Mayor Brian Monoghan (Bland Shire) also commented on the inadequate funding and need for funding certainty, if Government leaders are to be trusted.

A thank you gift was presented by CMA Deputy Chairman Mayor Russell Fitzpatrick

9:30am Excelling Council Presentation – Gwydir Shire Council

Gwydir Shire Mayor Tiffany Galvin and GM Leeah Daley spoke with pride of their Council's initiatives to upskill local talent and support training that would not otherwise exist in the local area.
The Council is a RTO and provides heavy vehicle driver training. The Council has been awarded for The Living Classroom – 150 hectares of little used town common that was turned into a food production wonderland for training programs and community benefit.
The GM embodies the Councils support for local talent. She grew up from a trainee in administration with the Council.
Presentation supplied.

A thank you gift was presented by CMA Board Member Mayor Sam Coupland.

Excelling Council Presentation – Queanbeyan-Palerang Regional Council

Mayor Kenrick Winchester also spoke with pride about what QPRC was able to achieve, greatly improving DA assessment efficiencies and customer service. He expressed appreciation for Council's GM, Director and the Planning Assessment Team for their commitment to changing the culture and implementing the DA Action Plan.
Ms Ryan explained how QPRC went about addressing their housing shortage by working smarter and with better resourcing in the Council's planning department. DA Assessment timeframes were more than halved in a financial year.
Presentation supplied.

A thank you gift was presented by CMA Board Member Mayor Russell Webb.

9:50am Chairman of the NSW Grants Commission Linda Scott
In an unscheduled but welcome presentation, NSW Grants Commission Chairman and former LGNSW and ALGA President Linda Scott announcement that the NSW Grants Commission is going to review the formula for the distribution of FA Grants. She welcomed the support from Dr. Webster for the increasing of FA Grants. We will be conducting a comprehensive process to get from you what should be factored into a new formula or process. We will be in touch regarding the process and how you can provide input.

10:00am Presentation and Q&A – (then) Leader of the NSW Opposition, the Hon Mark Speakman SC MP

Everything is called a crisis these days but housing *really* is a crisis.
We believe the planning reforms will help. But the focus has been a bit Sydney-centric. We've been lobbying to reduce building costs.
Apprenticeships have continued to decline and that impacts building sector skills capacities.
Employers need to be incentivised; initially there is no money in it employers who have apprentices learning on the job.
We understand that the biodiversity Offsets Scheme is another blockage of concern for you.

Modular homes should be catered for in our planning and approvals system.

We would fund university pre-school funding. The Government has been building public preschools but community pre-schools currently face financial feasibility challenges. A

Community Pre-School director would probably get paid less than an entry level primary school teacher. Pre-school desserts could broaden.

Q: Mayor Jasmin Jones (Yass Valley Council) Raised the issue of decline access to maternity services.
Mr Speakman: Part of the cause there has been unfunded wage increase promises.

Q: Mayor Julia Ham (Snowy Valleys Council) Said that she works in the early childhood sector and appreciated the focus. Pay parity for early childhood educators must happen. State funded pre-schools are going to lure staff with better pay and they will close.
Mr Speakman: The pay gap will be about 30%. I doubt the Government's target of building 100 pre-schools by 2030 will be achieved.
CMA Chairman Mayor Rick Firman (Temora Shire): The financial sustainability challenge to Local Government…. What could the NSW Coalition do to improve on the status quo?
Mr Speakman: I don't have promises on hand. I do have concerns that the Government will shrink their infrastructure spend and pass more costs onto you (country Councils).
I'll be interested to see what the Government does with the emergency services levy.

A thank you gift was presented by CMA Board Member Mayor Sharon Cadwallader.

10:30am **Morning Tea** was held in the Fountain Courtyard (due to a record attendance). More than a needed break, cup of coffee and snack, this was a valued networking session between members, as well as a broad cross-section of NSW Parliamentarians.

11:00am **Presentation – NSW Nationals Leader Mr. Dugald Saunders MP was scheduled to address the meeting but called in sick. Nationals MP Gurmesh Singh replaced him (and replaced him as NSW National Party Leader less than a week later).**

Mr Singh said that housing is not just in crisis in terms of supply but also (as a consequence) affordability. Of course they're linked but seeing home prices become out of reach for first-home buyers is a major concern.
The different between community and corporate preschools is day and night, so we need to support them.
For us on the coast, we did not realise the rolling drought in the south west but it has dried out on the coast now also.

We have been pushing for transport subsidies and there should also be support for Councils.

Helping Councils with the delivery of enabling infrastructure is one of the ways the Government can help address the housing crisis. We don't have the rate base in the regions but a thriving regional NSW is crucial and we need homes and the Government has a role to play.
Regarding the new Koala National Park – tourism benefits have been overstated. The Mid North Coast is a massive tourism destination and we don't know what trails will remain open with the new National Park. We will lobby for a lot more funding for the transition over the next 9-12 months.

Regional Crime is getting worse. Our communities are living in fear. QLD and Victorian Governments have led with strength.

A thank you gift was presented by CMA Board Member Mayor Josh.

11:15am Presentation – Country Education Foundation of Australia (CEF) Chief Executive Officer, Ms Wendy Mason

Ms Mason said that she was grateful for the opportunity to address a room full of distinguished mayors and General Managers.
Investing in youth education and training pathways, the CEF has channelled over $20mil in funding to students. Ms Mason said that the backing of the local community is critical.
There are now 55 individual local foundations. Are Ms Mason said that she is keen to hear from Councils who would like one in their community.
Our support addresses the financial pressure. 98% of our students are on track to complete their training. We have been responsible for 619 students in NSW.
Presentation supplied.

A thank you gift was presented by CMA Board Member Mayor Sue Moore.

AGM

1. **Chairman Mayor Firman OAM welcome members to the CMA AGM.**

2. **Apologies**
   Recommendation: That the apologies be accepted and noted.
Moved by: Mayor Sharon Cadwallader (Ballina Shire). Seconded by: Mayor Sarah Ndiaye (Byron Shire) – carried unanimously.

3. **Minutes of last AGM**
   Recommendation: That the 15 November 2024 Minutes be accepted as a true record.
   Moved by: Mayor Sharon Cadwallader (Ballina Shire). Seconded by: Mayor John Medcalf OAM (Lachlan Shire) – carried unanimously.

4. **Matters arising (from the Minutes)**
   Nil

5. **Correspondence relating to the AGM**
   Nil

6. **Annual Reports:**
   - **Chairman's Annual Report 2024/25**
   - The Chairman's report was supplied but Mayor Firman made special mention of the past CMA Chairmen present and the PRRRAC, which would not have happened without the CMA's advocacy and cordial influence.
     Recommendation: That the CMA Chairman's Annual Report be received and noted.

     The Chairman made a presentation of thanks to the CMA Board and staff members.

   Moved by: Mayor Nina Dillon (Goulburn Mulwaree Council). Seconded by: Mayor Sharon Cadwallader (Ballina Shire) – carried unanimously.

   - **Annual Financial Report 2024/25 – presented by CMA Secretary Ms Melissa Boxall (GM, Temora Shire), who noted the 'above and beyond' work on CMA accounts undertaken by Temora Shire's Mrs Elizabeth Smith.**

Recommendation: That the CMA's Annual Financial Report be received and noted. Moved by: Mayor Kenrick Winchester (QPRC). Seconded by: Mayor Russell Fitzpatrick (Bega Valley Shire) – carried unanimously.

7. **It was noted that there are no Board Elections required (current two-year terms conclude in November 2026, with Board elections to occur then).**

8. **Secretariat / Executive Officer position**

CMA Board Recommendation:

That the Executive Officer position be left vacant and that the status quo remains in relation to the delivery of Secretariat and Policy Advisor services provided to CMA up to 30 November 2026.

AND FURTHER

That the Chairman be delegated authority to engage:

1. **Regional Development Australia Northern Inland (RDANI) to deliver secretariat services for 30 hours / week, at a cost of $80,000 (excl. GST) per annum from 1 December 2025 to 30 November 2026.**
2. **JBMS Consulting (JBMS) to deliver Policy Advisor Services, at a cost of $30,000 (plus GST) per annum, from 1 December 2025 to 30 November 2026.**

AND FURTHER

That the Secretary send letters to unsuccessful applicants.

Moved by: Mayor Mayor Russell Fitzpatrick (Bega Valley Shire). Seconded by: Mayor Sharon Cadwallader (Ballina Shire) – carried unanimously.

9. **Setting of annual membership fees**
   Board Recommendation: That the CMA increase membership fees by 10%, in light of the increasing workload with advocacy to Government Inquiries. This 10% increase would result in the fees for the 2026 calendar year becoming $1,815 for Councils with a population of 10,000 and over, and Councils with a population of less than 10,000 paying 75% of the full fee, becoming $1,361.25, which would also be the new fee for not-for-profit Associate Membership, while for-profit Associate Membership would become $3,630 per year.

   The Board foreshadows another increase in the next year, given the added costs of pre-meeting workshops. However, the Board is ever mindful of Councils' tight budgets and costs incurred in traveling to and accommodating in Sydney.

Moved by: Mayor Nina Dillon (Goulburn Mulwaree Council) Seconded by: Mayor Kenrick Winchester (QPRC) - carried unanimously.

10. **Meeting Dates for 2026**
    Aligning CMA meetings with NSW Parliament sitting dates is an approach that the Board considers successful and wishes to continue, as it is convenient for NSW Ministers and Parliamentarians to visit our meetings. Fridays are commonly preferred.

The following dates were approved by the Board for CMA meetings and workshops in 2026, allowing for optional mid-afternoon two-hour workshops during the Thursday preceding the Sydney meetings (except for May, with 7 May being the LGNSW Regional Summit). The CMA will continue to organised evening functions prior to Sydney meetings, with engaging guest speakers:

Board Recommendation: That the CMA lock-in the following meeting dates for 2026:

- **26 - 27 March**
- **8 May**
- **27 - 28 August**
- **12 - 13 November**

Moved by Mayor Mayor Steve Allan (Bellingen Shire). Seconded by Mayor Sarah Ndiaye (Byron Shire) – carried unanimously.

The 2026 CMA Regional Meeting

From a top quality field of applications to host the 2026 Regional Meeting of the CMA, the Board selected Ballina Shire Council.

Board Recommendation: That the CMA Executive, in collaboration with the host Council select a date between the CMA's May and August meetings, then advise the membership, as soon as can be managed.

Moved by Mayor Sarah Ndiaye (Byron Shire). Seconded by Mayor John Medcalf OAM (Lachlan Shire) – Carried unanimously.

11. CMA Constitution

The CMA Policy Advisor Mrs Julie Briggs and Secretary Ms Melissa Boxall have refined the CMA NSW Constitution, which was provided to members two months in advance of this endorsement vote.

The Board recommends the adoption of amended CMA NSW Constitution.

Board Recommendation: That the Country Mayors of New South Wales (CMA) members adopt the amended CMA NSW Constitution.

Moved by: Mayor Sharon Cadwallader (Ballina Shire). Seconded by: Mayor John Harvie (Murray River Council) – carried unanimously.

12. Other Urgent Business without notice, for the AGM.

Nil.

AGM concluded 12:02pm

General Meeting

1. Apologies

Recommendation: That the apologies be accepted and noted.

Moved by: Mayor John Medcalf OAM (Lachlan Shire). Seconded by: Mayor Adam Shultz (Lake Macquarie City Council) – carried unanimously.

2. Adoption of Minutes from the 8 August 2025 meeting

Recommendation: That the 8 August 2025 Minutes be accepted as a true record.

Moved by: Mayor Sharon Cadwallader (Ballina Shire). Seconded by: Mayor Steve Allan (Bellingen Shire) – carried unanimously.

3. **Matters arising from 8 August 2025 Minutes**
   Nil
4. **Correspondence** [since 8 August 2025]

Outward

Federal Local Government Minister, the Hon Catherine King MP	Sturt Highway Strategic Direction Doc.
Federal Local Government Minister, the Hon Minister Kristy McBain MP	Sturt Highway Strategic Direction Doc.
Mayor Tom Kennedy, Broken Hill City Council	Thank you for hospitality to CMA
Dan Newlan, Exec. GM – Corporate Relations and Community, Squadron Energy	Declining request to speak to CMA Membership
Mayor Lachlan Ford, Bourke Shire Council	Response re proliferation of national parks in western NSW.
Royal Flyer Doctor Service	Thank you for hosting CMA.
Minister for Emergency Services, the Hon Jihad Dib	Thank you for meeting and reiterating CMA support for the RFS recommendations
Leader of the NSW Nationals, Mr Dugald Saunders MP	Invitation to present at the 14 Nov. 2025 CMA meeting.
NSW Opposition Leader, Mr Mark Speakman	Invitation to present at the 14 Nov. 2025 CMA meeting.
Dep. Sec. of the OLG, Mr Brett Whitworth PSM	Invitation to present at the 14 Nov. 2025 CMA meeting.
NSW Housing Minister, the Hon Rose Jackson MLC	Invitation to present at the 14 Nov. 2025 CMA meeting.
NSW Dep Premier and Minister for Education, the Hon Prue Car MP	Invitation to present at the 14 Nov. 2025 CMA meeting.
Minister for Skills, TAFE and Tertiary Education, the Hon Steve Whan MP	Invitation to present at the 14 Nov. 2025 CMA meeting.
NSW Minister Planning the Hon Paul Scully MP	CMA concerns regarding planning reform Bill
Police Commissioner Mal Lanyon	Congratulations on his appointment
Forbes Shire Mayor Cr. Phyllis Miller OAM	Condolences regarding Steve Loane
Federation Councillor and former CMA Board member Pat Bourke	Condolences regarding his father, Tom Bourke
Mr. Jamie Chaffey MP Federal Member for Parkes Shadow Assistant Minister for Agriculture Shadow Assistant Minister for Resources And Ms. Trish Cook MP Federal Member for Bullwinkel	Congratulations regarding the Parliamentary Friends of Local Government initiative in Federal Parliament.
Mayor Jarrod Marsden, Cobar Shire Council	Condolences regarding the mining tragedy in late October, 2025.
NSW Local Government Minister the Hon Ron Hoenig MP	Proposed amendment to the Code of Meeting Practice to enable remote participation in Council meetings where

	extreme weather events has made getting to a meeting unsafe.

Inward

Dr. Joe McGirr MP	Rural Health Action Plan
Lauren Andrews, Head of Corporate Affairs, Bendigo Bank	Response to CMA letter re Bendigo Bank Agency closures
The Hon Ryan Park MP, NSW Minister for Health, Minister for Regional Health	Response to CMA Ambulance paramedic concerns
The Hon Chris Minns MP, NSW Premier	Preliminary notice re advisory council
Mayor John Medcalf OAM, Lachlan Shire Council	Loss of local financial services - concerns and impacts
The Hon Penny Sharpe MLC, NSW Environment Minister	Thanking CMA members for their input at the Biodiversity Offsets and waste workshop, 7 August
Mayor Lachlan Ford, Bourke Shire	The proliferation of national parks in western NSW.
Dan Newlan, Exec. GM – Corporate Relations and Community, Squadron Energy	Seeking to address CMA Members
The Hon. Tara Moriarty MLC, NSW Agriculture Minister	Response to CMA Fire Ant concerns and request to ban turf crossing the border from Queensland.
Scott Charlton, Sydney Airport CEO	Seeking input into the Sydney Airport Master Plan
Annabey Whitehead, Executive General Manager, Corporate Affairs and Fundraising Royal Flyer Doctor Service	Thanking the CMA Chairman and Secretary for visiting their base at Broken Hill and inviting other CMA members to visit Broken Hill or Dubbo sites.
Agriculture Minister the Hon Tara Moriarty	REROC Urgent call for Action - Southern NSW Drought Summit Recommendations
Federal Local Government Minister, the Hon Catherine King MP	Sturt Highway Strategic Direction Doc.
Dubbo Regional Council	Lack of enforcement of strategies and requirements regarding renewable energy projects
Mayor Lachlan Ford, Bourke Shire	Regional Rural and Remote Advisory Council
David Webb, GM – Hay Shire Council	Continuation of the Regional and Local Roads Repair Program
Mayors of Cootamundra Gundagai, Yass Valley, Snowy Valleys and City of Wagga Wagga	Southern NSW Drought Position Paper
David Webb, GM – Hay Shire Council	Rural Aged-care Sustainability

Recommendation: That the correspondence be received and noted.
Moved by: Mayor Paul Culhane (Upper Lachlan Shire). Seconded by: Mayor Cheryl Cook (Federation Council) – carried unanimously.

5. Media Releases

Country Mayors given good news on crime, RFS

Country Mayors welcome new council meeting rule book

NSW Country Mayors slam bank branch closures and job cuts

NSW Country Mayors welcome new Police Commissioner

NSW COUNTRY MAYORS RAISE CONCERNS ABOUT CENTRALISED PLANNING FOR RURAL NSW

NSW Country Mayors: NSW Road funding on the right track

NSW Country Mayors commends Westpac for regional opening

NSW Local Government Minister Honours Mayor Phyllis Miller OAM

NSW Country Mayors oppose Federal Speed limit lowering proposal

6. Reports

Report from Chairman Mayor Rick Firman OAM
Previously dealt with in the Chairman's Annual Report. However, Mayor Firman further updated members that following his CMA advocacy, the Joint Chiefs of Staff will address the courtesy expectation that Ministers visiting an LGA will notify the relevant Council.
The Chairman also advised that Minister Moriarty has agreed to a Zoom meeting about the Sustainable Communities program.

Recommendation: That the Report be received and noted.

Moved by: Mayor Sharon Cadwallader (Ballina Shire). Seconded by: Mayor Daniel Linklater (Wentworth Shire) – carried unanimously.

Finance Report – Ms. Melissa Boxall (CMA Secretary)

Recommendation: that the Report be received and noted, as read.

Moved by: Mayor Sharon Cadwallader (Ballina Shire). Seconded by: Mayor Daniel Linklater (Wentworth Shire) – carried unanimously.

Report from ALGA President Mayor Matt Burnett
Mayor Burnett thanked the ALGA board members from NSW for their work and the CMA for the reception at Government House.
We've proposed a phased-in return to 1%.
I'm a regional mayor too. I know how much the costs have gone up and the revenue has not.
We want to take funds from Canberra, not the cities – that can come later.

Recommendation: that the ALGA Report be received and noted.

Moved by: Mayor Kenrick Winchester (QPRC). Seconded by: Mayor Nina Dillon (Goulburn Mulwaree Council) – carried unanimously.

Report from President of LGNSW – Mayor Phyllis Miller OAM

Recommendation: That the Report be received and noted.

Moved by: Mayor Claire Pontin (Midcoast Council). Seconded by: Mayor Bronwyn Petrie (Tenterfield Shire Council) – carried unanimously.

Policy Advisor's Report – Mrs. Julie Briggs

Recommendation: that the Report be received and noted and that the recommendations therein be endorsed.

Recommendation: that the recommendations contained in the Policy Advisor's Report be adopted.

Moved by: Mayor John Medcalf OAM (Lachlan Shire). Seconded by: Mayor Gilgandra Shire (Gilgandra Shire) – carried unanimously.

Business with Notice

Byron Shire Council recommendations. Mayor Sarah Ndiaye spoke to her motions…

That the CMA advocates to:

1. Urge the NSW Government to review and overhaul the current remuneration framework, including the removal of Section 242A, to enable benchmarking.
2. Support legislative reform to provide mayors and councillors with access to paid maternity, paternity, carers, and sick leave.
3. Ensure acting mayors and deputy mayors are appropriately remunerated during periods of leave without financial penalty to the incumbent.
4. Write to the Minister for Local Government, relevant State and Federal MPs, and the Fair Work Ombudsman to advocate for these reforms.

In summarising the briefing document distributed to members, Mayor Ndiaye said that the system is flawed and made for a different time.

Narrabri Shire Mayor Darrell Tiemens seconded the motion.

Mayor Winchester: I had two months off last year because of a heart attack and got no pay. He said that he supported the motion, so long as it did not look like the CMA sought pay rates comparable to State MPs.

The motions were passed unanimously.

7. Urgent business without notice

Planning reforms – Local Planning Panels

MOTIONS:

· That the CMA challenges the decision of the State Government to remove elected Local Councils from Development Application considerations and call for the immediate inclusion of Local Councillor representation in Local Planning Panels (LLPs).

· Any decision-making powers that had previously been vested with Councillors in relation to DAs will now be vested in LPPs.

· At no stage had we ever been told that an aspect of these reforms would strip the ability of elected Councillors from being able to consider DAs within their LGA.

· We call upon the Premier and Ministers for Planning and Local Government to work with CMA to ensure this specific change can be reviewed, with the aim of providing Councils with the opportunity to retain elected Councillors having a role in actively representing their communities by being involved in the determination of DA's.

The planning reforms motions were moved by Goulburn Mulwaree Council Mayor Dillon and QPRC Mayor Kenrick Winchester seconded the motion. The motions were passed unanimously.

There being no further business to discuss, the Chairman closed the meeting at 12:50pm

The next CMA meeting will be **27 March 2026**, in the NSW Parliament House Theatrette – 8:20am-1pm.

Fortunately, we have secured the Theatrette for all four Sydney meetings again next year.

On behalf of the Chairman, Deputy Chairman, Board Members, the Secretary, Policy Advisor & Secretariat – we wish you, your families and Councillors, staff & communities a very Merry Christmas. We look forward to a productive and enjoyable 2026 for CMA NSW!

Attendance

Cr. Doug Batten	Mayor	Gilgandra Shire Council
David Neeves	GM	Gilgandra Shire Council
Cr. Darrell Tiemens	Mayor	Narrabri Shire Council
Eloise Chaplain	GM	Narrabri Shire Council
Cr. Julia Ham	Mayor	Snowy Valleys Council
Kate Barker	Interim EO	Central NSW JO
Meredith Macpherson		Central NSW JO
Cr. Ruth McRae OAM	Mayor	Murrumbidgee Council
John Scarce	GM	Murrumbidgee Council
Cr. Jasmin Jones	Mayor	Yass Valley Council
Gayleen Burley	CEO	Yass Valley Council
Ben Taylor	CEO	Wollondilly Shire Council
Cr. Matt Gould	Mayor	Wollondilly Shire Council
Cr. Greg Whiteley	Mayor	Warren Shire Council
Gary Woodman	GM	Warren Shire Council
Cr. Doug Curran	Mayor	Griffith City Council
Scott Grant	GM	Griffith City Council

Cr. Sue Moore	Mayor	Singleton Council
Cr. Cheryl Cook	Mayor	Federation Council
Adrian Butler	GM	Federation Council
Cr. Daniel Linklater	Mayor	Wentworth Shire Council
Cr. Peter Crisp	Deputy Mayor	Wentworth Shire Council
Cr. Kenrick Winchester	Mayor	Queanbeyan-Palerang Regional Council
Rebecca Ryan	GM	Queanbeyan-Palerang Regional Council
Cr. John Medcalf OAM	Mayor	Lachlan Shire Council
Alan Stoneham	Acting General Manager	Lachlan Shire Council
Cr. Margot Davis	Mayor	Glen Innes Severn Council
Bernard Smith	GM	Glen Innes Severn Council
Cr. Brian Ingram	Mayor	Hilltops Council
Anthony O'Reilly	GM	Hilltops Council
Cr. Chris Hanna	Mayor	Snowy Monaro Regional Council
Noreen Vu	CEO	Snowy Monaro Regional Council
Cr. Kevin Mack	Mayor	Albury City Council
Cr. Digby Rayward	Mayor	Dungog Shire Council
Gareth Curtis	GM	Dungog Shire Council
Cr. Kevin Beatty	Mayor	Cabonne Shire Council
Brad Byrnes	GM	Cabonne Shire Council
Cr. Kathryn Rindfleish	Mayor	Warrumbungle Shire Council
Nicole Benson	Acting General Manager	Warrumbungle Shire Council
Cr. Matt Burnett	President	ALGA
Cr. Leah Anderson	Mayor	Port Stephens Council
Cr. Steve Krieg	Mayor	Lismore City Council
Cr. Ray Smith	Mayor	Clarence Valley Council
Cr. Paul Culhane	Mayor	Upper Lachlan Shire Council
Alex Waldron	CEO	Upper Lachlan Shire Council
Cr. David McCann	Mayor	Coolamon Shire Council
Tony Donoghue	GM	Coolamon Shire Council
Cr. Bruce Reynolds	Mayor	Blayney Shire Council
Mark Dicker	GM	Blayney Shire Council
Julie Briggs	Policy Advisor	CMA
Gary Fry	Secretariat	CMA
Cr. Rick Firman	Mayor	Temora Shire Council
Melissa Boxall	GM	Temora Shire Council
Cr. Russell Fitzpatrick	Mayor	Bega Valley Shire Council
Anthony McMahon	CEO	Bega Valley Shire Council
Cr. Susannah Pearse	Mayor	Moree Plains Shire Council
Natalia Cowley	GM	Moree Plains Shire Council
Cr. Melissa Matters	Deputy Mayor	Kiama Council
Jane Stroud	CEO	Kiama Council
Adrian Panuccio	GM	Midcoast Council
Cr. Claire Pontin	Mayor	Midcoast Council
Cr. Nina Dillon	Mayor	Goulburn Mulwaree Council
Scott Gallacher	GM	Goulburn Mulwaree Council
Cr. Adam Shultz	Mayor	Lake Macquarie City Council
Cr. Russell Webb	Mayor	Tamworth Regional Council
Cr. Sarah Ndiaye	Mayor	Byron Shire Council

Mark Arnold	GM	Byron Shire Council
Cr. George Weston	Mayor	Leeton Shire Council
Michael Kidd	Deputy Mayor	Leeton Shire Council
Cr Nikki Williams	Mayor	Coffs Harbour City Council
Ian Fitzgibbon	Acting General Manager	Coffs Harbour City Council
Stephen Dunshea	Interim GM	Forbes Shire Council
Cr. Jenny Webb	Councillor	Forbes Shire Council
Cr. Kate Dight	Mayor	Inverell Shire Council
Brett McInnes	GM	Inverell Shire Council
Cr. Brian Monaghan	Mayor	Bland Shire Council
Grant Baker	GM	Bland Shire Council
Cr. Tiffany Galvin	Mayor	Gwydir Shire Council
Leeah Daley	GM	Gwydir Shire Council
Justin Fitzpatrick-Barr	GM	Singleton Council
Maurice Collison	Mayor	Upper Hunter Shire Council
Greg McDonald	GM	Upper Hunter Shire Council
Cr. Ashley Hall	Mayor	Edward River Council
Jack Bond	CEO	Edward River Council
Kate Barker	CEO	CNSWJO
Meredith Macpherson		CNSWJO
Andrew McKibbin	Mayor	Oberon Council
Gary Wallace	GM	Oberon Council
Cr. Patricia White	Mayor	Shoalhaven City Council
Andrew Constance	CEO	Shoalhaven City Council
Cr. Robert Bell	Mayor	Uralla Shire Council
Toni Averay	GM	Uralla Shire Council
Cr. Damian Loone	Deputy Mayor	Ballina Shire Council
Cr. Sharon Cadwallader	Mayor	Ballina Shire Council
Cr. Bronwyn Petrie	Mayor	Tenterfield Shire Council
Dr. Richard Colbran	CEO	Rural Doctors Network
Katie McDonell	Community Solutions Manager	Rural Doctors Network
Mike Edwards	Chief Operating Officer	Rural Doctors Network
Cr. Erik Noakes	Mayor	Walcha Council
Stephen Parry	GM	Walcha Council
Cr. Sam Coupland	Mayor	Armidale Regional Council
Darren Schaefer	Acting GM	Armidale Regional Council
Cr. Steve Allan	Mayor	Bellingen Shire Council
Mark Griffioen	GM	Bellingen Shire Council
Cr. Lachlan Ford	Mayor	Bourke Shire Council
Leonie Brown	GM	Bourke Shire Council
Cr. Julia Cornwell McKean	Mayor	Berrigan Shire Council
Mark Dupé	Interim CEO	Berrigan Shire Council
Bob Stewart	Administrator	Central Darling Shire Council
Greg Hill	GM	Central Darling Shire Council
Paul Smith	Mayor	Cowra Council
Paul Devery	GM	Cowra Council
Cr. Peter Sharp	Mayor	Lockhart Shire Council
Gavin Rhodes	GM	Lockhart Shire Council
Cr. Ken Cudmore	Mayor	Liverpool Plains Shire Council
Cian Middleton	GM	Liverpool Plains Shire Council

Cr. Peter Sharp	Mayor	Lockhart Shire Council
Gavin Rhodes	GM	Lockhart Shire Council
Cr. Robert Taylor	Mayor	Bathurst Regional Council
Cr. Louie Zaffina	Mayor	Balranald Shire Council
Terry Dodds	CEO	Balranald Shire Council
Cr. John Harvie	Mayor	Murray River Council
Stacy Williams	CEO	Murray River Council
Cr. Jeff Drayton	Mayor	Muswellbrook Shire Council
Derek Finnigan	GM	Muswellbrook Shire Council
Cr. Marg Applebee	Deputy Mayor	Parkes Shire Council
Cr. Neil Westcott	Mayor	Parkes Shire Council
Cr. Tony Mileto	Mayor	Orange City Council
Ross Gurney	GM	Lithgow City Council
Cr. Cassandra Coleman	Mayor	Lithgow City Council
Cr. Adam Roberts	Mayor	Port Macquarie Hastings Council
Cr. Des Kennedy	Mayor	Mid-Western Regional Council
Brad Cam	GM	Mid-Western Regional Council
Megan Mulrooney	CEO	REROC
Andrew Brown	GM	Walgett Shire Council
Donna Ausling	Director of Planning, Environment and Economy	Walgett Shire Council
Cr. Jasen Ramien	Mayor	Walgett Shire Council
Cr. Paul Best	Mayor	Weddin Shire Council
Luke Sheehan	Acting GM	Weddin Shire Council
Cr. Josh Black	Mayor	Dubbo Regional Council
Luke Ryan	Infrastructure Director	Dubbo Regional Council
David Reynolds	CEO	LGNSW
Cr. Mathew Hatcher	Mayor	Eurobodalla Shire Council
Mark Ferguson	GM	Eurobodalla Shire Council
Cr. Louie Zaffina	Mayor	Balranld Shire Council
Terry Dodds	CEO	Balranald Shire Council
Cr. Robert Mustow	Mayor	Richmond Valley Council
Vaughan Macdonald	GM	Richmond Valley Council
Cr. Daniel Keady	Mayor	Coonamble Shire Council
Adam Cohen	Councillor	Coonamble Shire Council
Cr. Kinne Ring	Mayor	Kempsey Shire Council
Andrew Meddle	CEO	Kempsey Shire Council
Virginia Errington	Manager, Council Engagement - Greater Sydney Area	OLG
Louise Taylor	Council Engagement Manager	OLG
Wendy Mason	CEO	Country Education Foundation of Australia (CEF)
Dr. Anne Webster	Federal Shadow Local Government Minister	Australian Government - Opposition
Cr. Darcy Bryne	Mayor	Inner West Council
Linda Scott	Chair	NSW Grants Commission
Robert Borsak MLC	Chairman of the Shooters, Fishers and Farmers Party	MLC
Robert Dwyer MP	~¾σ ¦ ¾	
Ben Taylor	CEO	Wollondilly Shire Council
Cr. Ewen Jones	Mayor	Narromine Shire Council
Jane Redden	GM	Narromine Shire Council

Bronwen Regan	Government Relations Manager	LGNSW
Kelli Wells	Senior Media Officer	LGNSW

Apologies

Lisa Miscamble	GM	Wingecarribee Shire Council
Cr. Jesse Fitzpatrick	Mayor	Wingecarribee Shire Council
Cr. Colleen Fuller	Mayor	Gunnedah Shire Council
Eric Groth	GM	Gunnedah Shire Council
Laura Black	GM	Clarence Valley Council
Mr. Brett Whitworth PSM	Deputy Secretary	OLG
Cr. Lea Parker	Mayor	Greater Hume Council
Colin Kane	GM	Greater Hume Council
Frank Zaknich	CEO	Albury City Coucil
David Webb	GM	Hay Shire Council
Cr. Carol Oataway		Hay Shire Council
Cr. Tania Brown	Lord Mayor	Wollongong City Council
Paul Bennett	GM	Tamworth Regional Council
Cr. Abb McAlister	Mayor	Cootamundra-Gundagai Regional Council
Roger Bailey	Interim GM	Cootamundra-Gundagai Regional Council
Cr Danielle Mulholland	Mayor	Kyogle Council
Bob Callow	Mayor	Junee Shire Council
James Davis	GM	Junee Shire Council
Cr. Neville Kschenka	Mayor	Narrandera Shire Council
Tim Coote	GM	Narrandera Shire Council
Barry Omundson	Interim CEO	Orange City Council
Cr. Glen Neill	Mayor	Bogan Shire Council
Cr. Jarrod Marsden	Mayor	Cobar Shire Council
Jay Nankivell	GM	Broken Hill City Council
Cr. Dallas Tout	Mayor	Wagga Wagga City Council
Kulwant Singh-Pangly	Acting General Manager	Lismore City Council

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

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

RECOMMENDATION

That:

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

ISSUES AND COMMENTARY

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

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

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



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



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

Councillor Marg Applebee
DEPUTY MAYOR

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

Author: **Ken McGrath, Councillor**

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

Annexures: **A. NHTF Minutes - 2 December 2025** ⇩

RECOMMENDATION

That Council:

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

ISSUES AND COMMENTARY

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

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

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

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

Kenny McGrath

COUNCILLOR

Newell Highway Taskforce Committee Meeting Tuesday 2 December 2025

NEWELL HIGHWAY TASKFORCE

MEETING

Minutes of the

Newell Highway Taskforce Meeting

held on

Tuesday 2nd December 2025
at 10.00am

Murrumbidgee Shire Council Chambers, Jerilderie & via TEAMS

Newell Highway Taskforce Committee Meeting Tuesday 2 December 2025

The Meeting opened by Chairman Deputy Mayor of Forbes Shire Council, Mr Chris Roylance at 10:00 am.

1. ACKNOWLEDGEMENT OF COUNTRY

Acknowledgement of Country was performed by Clr Chris Roylance.

Introduction of all members around the room and also attending via Teams.

2. ACCEPTANCES AND APOLOGIES

Attending in person	Title/Location
Cr Chris Roylance (Chair)	Forbes Shire Council
Cr Brian Mattiske	Forbes Shire Council
Mr Richard Jane	Forbes Shire Council
Mayor Ruth McRae OAM	Murrumbidgee Council
Mr John Scarce	Murrumbidgee Council
Cr Peter Dawson	Narrandera Shire Council
Mr Shane Wilson	Narrandera Shire Council
Cr Denis Todd	Warrumbungle Shre Council
Cr Emma Henderson	Bland Shire Council
Cl Amanda Ackland	Bland Shire Council
Mr Greg Minehan	Transport for NSW
Ms Joanne Cheshire	Transport for NSW

Attending via Teams	Title/Location
Damien Pfeiffer	Transport for NSW – Executive Director Partnerships and Integration West
John Morris	Regional NSW High Productivity Road Transport Alliance
Joanne Cheshire	Transport for NSW
Mayor Doug Batten	Gilgandra Shire Council
Luke Ryan	Acting GM Dubbo Regional Council
Erin Willson	Department of Infrastructure
Georgia Paterson	
Nicole Benson	Warrumbungle Shire Council
Darrell Tiemens	Mayor Narrabri Shire Council
Cr Shibli Chowdhury	Dubbo Reginal Council
Cr Ken McGrath	Parkes Shire Council

Apologies	Title/Location
Murray Wood	Dubbo Regional Council
Kerrie Murphy	Coonamble Shire Council
Stephen Friend	Warrumbungle Shire Council
Grant Baker	Bland Shire Council
Gary George	Berrigan Shire Council

Newell Highway Taskforce Committee Meeting Tuesday 2 December 2025

3. DECLARATION OF INTEREST

Nil.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

That the Minutes of the previous Meeting held on 9th September 2025 at Parliament House Sydney be confirmed as true and accurate.
MOVED: Cr Denis Todd
SECONDED: Cr Brian Mattiske **CARRIED**

5. INWARDS CORRESPONDENCE

Nil.

6. OUTWARDS CORRESPONDENCE

Nil.

7. MATTERS ARISING FROM THE MINUTES

John Scarce mentioned there would be a presentation on the proposed roundabout in Jerilderie, later in the meeting.

Clr Roylance mentioned the attendance of the NSW Minister Roads and Regional Transport, The Hon. Jenny Aitchison MP, at the Newell Highway Taskforce meeting at Parliament house in Sydney on 9 September 2025. Amongst many other matters, Minister Aitcheson discussed the new format of the Local Traffic Forums that are replacing the Local Traffic Committees and the relevant delegation to Councils from TfNSW.

8. OTHER MATTERS ARISING

Clr Emma Henderson asked the Taskforce if anyone knew of any funding that Bland Shire Council could apply for to construct a drag strip adjacent to the aerodrome. Clr Roylance mentioned that Minister Moriarty may be worth contacting and Destination NSW may have some funding available. John Scarce stated that the town should research the Gimli Glider, which was an Air Canada flight that ran out of fuel and had to land on an unused aerodrome that had been converted to a racetrack and was being used that day for a drag racing meet. Clr Henderson said that this racetrack would be a standalone facility, and the race cars would not be using the aerodrome runway.

9. DISCUSSION ON THE WEST WYALONG HEAVY VEHICLE BYPASS

Clr Henderson raised the signage for the heavy vehicle bypass around West Wyalong because a lot of heavy vehicle drivers are still driving through the main street of West Wyalong. Robert Black mentioned that the signs are too close to the intersection for a truck carrying 80-90 tonne because they need a kilometre, minimum, to prepare to turn onto the bypass. Richard Jane discussed how to make changes in Google Maps to redirect trucks and travellers that use Google Maps to navigate. Clr Roylance asked if this issue could be included in the relevant Strategic Regional Integrated Transport Plan (SRITP).

10. DISCUSSION ON THE NEWELL HIGHWAY / KIDMAN WAY INTERSECTION

John Scarce discussed the pavement defects at the intersection of the Newell Highway and The Kidman Way. An M250 heavy patch was rejected by TfNSW in favour of a deep lift asphalt pavement. The repairs were included in the 23/24 financial year and in May 2024 Murrumbidgee Council were advised that works were programmed to be completed within 2 weeks.

Newell Highway Taskforce Committee Meeting Tuesday 2 December 2025

In May 2025 Council staff and TfNSW met on site and agreed the intersection was a high priority for Road User Safety. Since May '25 Council staff has requested regular updates and Council staff have been advised that the issue is no longer an RMCC responsibility and has been transferred to Road Maintenance Resilience (RMR) and Council has not been provided with a confirmed timeframe for the repairs to be undertaken. Heavy vehicles are now using the incorrect side of the road to avoid the defect, which significantly increases the risk of a crash. The Taskforce discussed that this intersection needs a full design review because the geometry is dangerous. The intersection does not have an crash history because of the new crash records do not record all crashes except injury or fatality crashes, of which there has be almost none. Joanne Cheshire stated that inclusion of the upgrade of the intersection in the SRITP is one option to have the safety and resilience of the intersection considered.

ACTION: That a letter be drafted to the appropriate TfNSW Director requesting a review of the Newell Highway/ Kidman Way intersection to ensure the intersection is made much safer.

MOVED: Mayor Ruth McRae
SECONDED: Amanda Ackland **CARRIED**

11. PRESENTATION BY DAMIEN PFEIFFER – Transport for NSW

Damien explained that he has obtained the substantive role of Executive Director for Planning, Partnerships and Integration, West, taking over the role that was temporarily filled by Holly Davies. Holly will be returning to her Director's Role in the West Team. Damien acknowledged the great work that Holly has done since Alistair Lunn vacated the position to take a senior role in TfNSW.



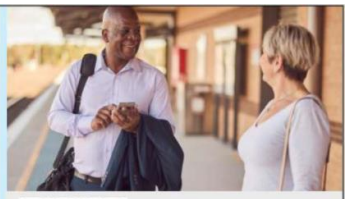
Newell Highway Taskforce Committee Meeting Tuesday 2 December 2025



Newell Highway Taskforce Committee Meeting Tuesday 2 December 2025

Draft Central West and Orana SRITP public exhibition

- On exhibition from **3 November to 14 December 2025**
- **Drop-in sessions** have been and are being held at all council areas
  - Bathurst, Blayney, Blue Mountains, Coonabarabran, Coonamble, Condobolin, Cowra, Dubbo, Forbes, Gilgandra, Grenfell, Lithgow, Molong, Mudgee, Narromine, Nyngan, Oberon, Orange, Parkes and Warren
- All sessions are listed online at www.haveyoursay.nsw.gov.au/sritp/community-consultation-cwo



Have your say on the Draft Plan



Next steps for the Central West and Orana SRITP

- Refine Draft Plan following community consultation
- Release Final Plan early 2026

Visit www.haveyoursay.nsw.gov.au/sritp for more information or to provide feedback

Resources available:

- Draft Plan
- Story Maps
- Early engagement report
- Survey



Have your say on the Draft Plan



Newell Highway Taskforce Committee Meeting Tuesday 2 December 2025

New England North West Strategic Regional Integrated Transport Plan

- Engagement and consultation for the draft New England North West SRITP is being delivered in a staged approach to ensure insights from key stakeholders and community can inform all stages of the Plan's development.
- Work on the New England North West Strategic Regional Integrated Transport Plan (SRITP) has commenced. Early engagement with targeted stakeholders is being carried out until late 2025 and will inform the development of a draft plan, ahead of public exhibition. Transport for NSW held council briefings in Tamworth, Narrabri and Glen Innes from 25-27 November for all LGAs identified in the region.
- After public exhibition, Transport will refine the draft to reflect feedback from the community and key stakeholders.
- Final delivery of the New England North West SRITP is expected mid-2026.
- haveyoursay.nsw.gov.au/sritp/new-england-and-north-west

NSW GOVERNMENT

OFFICIAL

Parkes Bypass

The Parkes Bypass was officially completed on Friday 21 November.

- The 10.5-kilometre bypass, opened to traffic earlier this year and is already delivering safer, faster journeys for freight operators and motorists, while improving safety and amenity in the Parkes town centre.
- All roads and connections are operating in their ultimate configuration with permanent speed limits posted.
- The bridge on Victoria Street has been named *Burral Bridge*, and the bridge over the rail lines has been named *Sir Henry Parkes Bridge*.
- Noise monitoring and traffic counting is taking place from 25 November, with outcomes expected in early 2026.







Top: Minister Aitchison, Parkes Shire Mayor and Councillors along with Parkes Christian School Captains and members of the project team cut the ribbon on Burral Bridge. Above left: The shared path and Hartigan Avenue under Sir Henry Parkes Bridge (Newell Highway) Above right: A caravan travelling straight through to Forbes

NSW GOVERNMENT

OFFICIAL

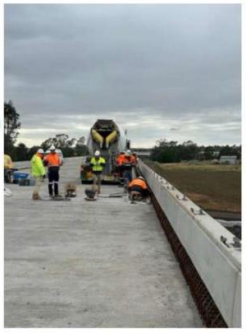
Newell Highway Taskforce Committee Meeting Tuesday 2 December 2025

New Dubbo Bridge

Construction Update

- Most of the bridge structure and safety barriers are installed.
- Drainage works are completed.
- Power upgrades and utility adjustments are underway at the Thompson/Whylandra Street and the Bourke/River Street intersections.
- The project continues to exceed local spend and Aboriginal participation targets.

Construction is nearing completion on the bridge



Asphalt placement at River Street West



OFFICIAL

Upgrades to Hargraves Lane and Federation Street, Gilgandra

The intersection upgrades will enable the existing heavy vehicle alternate route to safely cater for the broad range of heavy vehicles that travel through Gilgandra.

Project Status:

- The project is currently at the stage of concept design and preparing the Review of Environmental Factors (REF)
- Once prepared, the REF and concept designs will be displayed for public comment





OFFICIAL

Newell Highway Taskforce Committee Meeting Tuesday 2 December 2025

Heavy Duty Pavement Upgrades, Narrabri to Moree

The HDPU – Narrabri to Moree project was officially complete and opened to traffic on Monday 8 September.

- Deliverables included more than 20 kilometres of new road pavement, five new overtaking lanes and a new major rest area. Remaining activities include the final seal which will be carried out in **early 2026.**
- The new 'Spring Creek' rest area is located about 12 kilometres of Narrabri and provides parking for 18 heavy vehicle parking spaces providing for short- and long-term parking as well as 10 light vehicles and separate parking for vehicles towing caravans or trailers.
- Since the rest area opened in early September, it has been well utilised by trucks, caravans and cars and for both short-and long-term parking.

NSW GOVERNMENT



Opening the new Spring Creek Rest Area on Monday 8 September



New rest area in use – November 2025

OFFICIAL

Tycannah Rest Area

- Work started on the upgrades to the northbound and southbound rest areas on the Newell Highway at Tycannah on Monday 27 October 2025.
- The project will take approximately six months to complete, weather permitting.
- The rest areas will be closed during construction.
- The upgrades will provide:
  - improved access to and from the Newell Highway
  - additional heavy vehicle parking spaces
  - separated heavy and light vehicle parking, and;
  - improved amenities including accessible toilets.

NSW GOVERNMENT



Artist impression of the upgraded rest areas



Tycannah Rest Areas location and distance to alternative rest areas

12

OFFICIAL

Newell Highway Taskforce Committee Meeting Tuesday 2 December 2025

Newell Highway Upgrade – North Moree

- The Australian Government has confirmed support for the North Moree Heavy Duty Pavement Upgrade project.
- Following the state infrastructure review, the NSW Government is continuing to liaise with the Australian Government to determine the scope and funding for the project.
- Transport for NSW will continue to work with all levels of government to deliver on their priority transport infrastructure projects in regional NSW.





NSW GOVERNMENT

transport.nsw.gov.au

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OFFICIAL

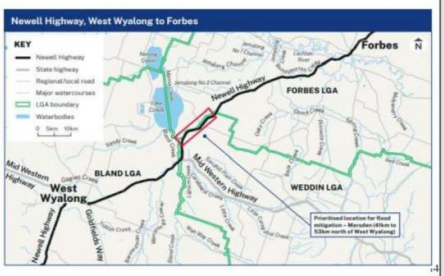
Newell Highway Flood Mitigation – West Wyalong to Forbes

- In early 2025, Transport identified a revised option for the project that maximises value for money and fits within the available funding.
- The revised option for the project focuses on constructing culverts at existing causeways in the Marsden section of the Newell Highway to reduce the number of days the road is inundated during and after a flood event.

Project Status:

- The project is currently at the stage of concept design and preparing the Review of Environmental Factors (REF)
- Once prepared, both the concept design and the REF will be displayed for public comment (expected 2026)





NSW GOVERNMENT

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OFFICIAL

Newell Highway Taskforce Committee Meeting Tuesday 2 December 2025

Tichborne and Harris Gates Grade Separations

- The Inland Rail project will see an increase in the frequency, speed and length of trains along new and existing railway to connect Melbourne to Brisbane.
- Following the NSW Strategic Infrastructure Review the NSW Government has prioritised funding for the grade separations (level crossing removals) at Harris Gates near Illabo and Tichborne between Forbes and Parkes.
- Investigation work including survey, geotechnical investigations, biodiversity studies and Aboriginal cultural heritage surveys have been completed at each site.
- Work is continuing on the concept design development.



Current level crossing on the Newell Highway at Tichborne

NSW GOVERNMENT

OFFICIAL

Inland Rail

- Inland Rail has been declared a priority infrastructure project for Australia. Inland Rail is an Australian Government-funded multi-billion-dollar investment being delivered by Inland Rail Pty Ltd.
- Inland Rail is a 1,600km freight rail line that will connect Melbourne and Brisbane via regional Victoria, New South Wales and Queensland.
- Inland Rail will upgrade 1,000km of existing rail line and build 600km of new track to connect Melbourne and Brisbane via regional Victoria, New South Wales and Queensland.
- The Australian government have prioritised the delivery of Inland Rail between Melbourne and Parkes.
- Inland Rail project teams north of Narromine are refining designs and completing further site investigations to minimise community impacts where possible.
- Future decisions on the delivery of project north or Narromine in NSW are a matter for consideration by the Australian Government, along with Inland Rail achieving environmental approvals and securing land required for the project.



NSW GOVERNMENT

OFFICIAL

John Scarce mentioned that the works required for the Renewable Energy Zones (REZ) in the Riverina area, need to be included in the Riverina SRITP. There is a lot of data on the REZ that needs to be included in the plan.

Clr Roylance asked Damien Pfeiffer if TfNSW gets any extra funding for the road network impacted by REZ projects. Damien responded that the network impacted by REZ projects are a priority and TfNSW would like extra funding for the whole network managed by TfNSW. The upgrades will be for all road users including for REZ projects to ensure the local road users get as much benefit as the REZ movements.

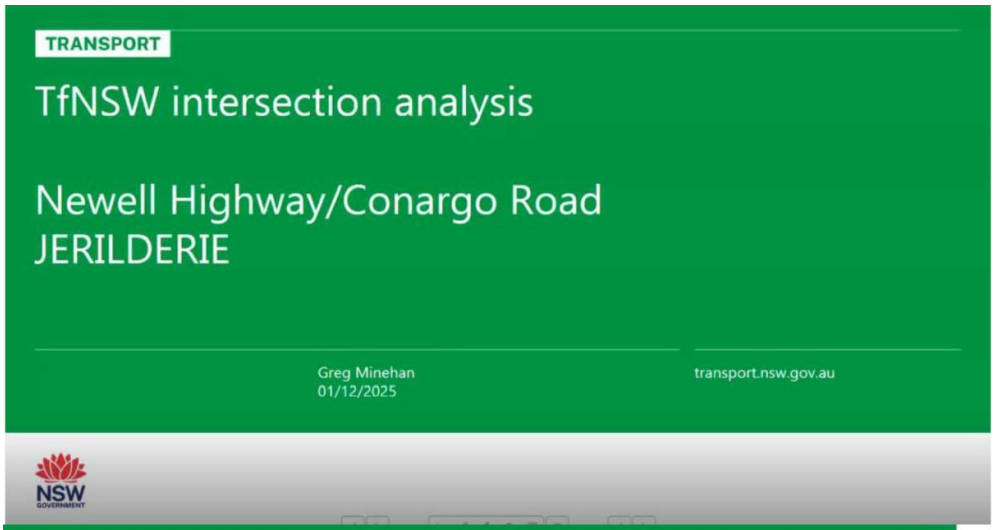
Newell Highway Taskforce Committee Meeting Tuesday 2 December 2025

John Scarce asked about the flood resilience of the Marsden section of the Newell Highway between West Wyalong and Forbes. Damien responded saying that TfNSW is not to flood proof the road but the $145million will build more resilience in the road so it can tolerate flood conditions and doesn't need to be rebuilt after each flood. TfNSW needs to Newell Highway back online as soon as possible after a flood.

John Scarce said the vision is to have dual carriageway from Tocumwal to Goondiwindi, but West Wyalong to Dubbo would be fantastic. Building another carriageway beside the existing pavement that was higher through the Marsden section, would provide more access during floods, that could then use both carriageways when the water recedes. This is the case near Rockhampton.

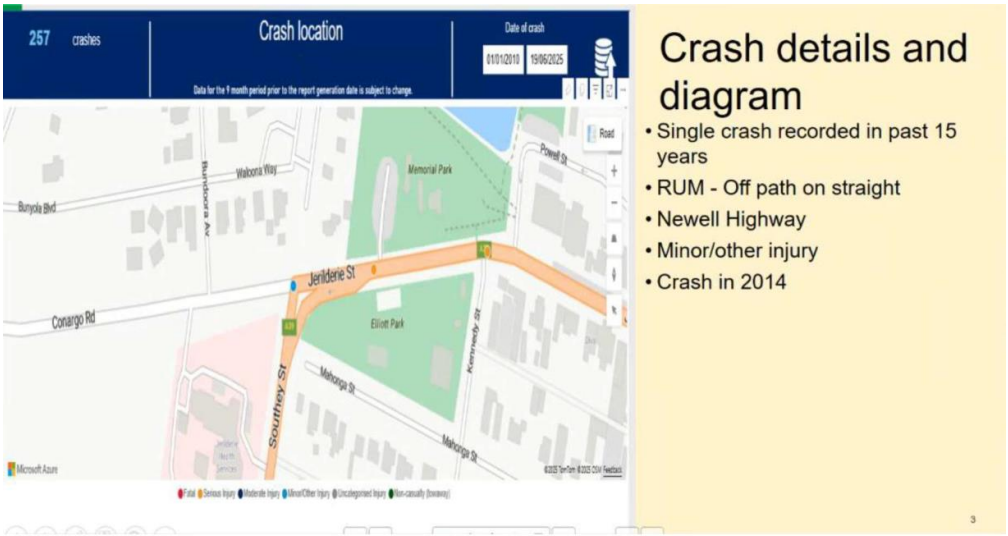
Damien mentioned that Holly Davies is in the final stages of putting together a package of data that was requested by the NHTF. It just needs to be cleaned up and made more presentable and a workshop with the NHTF will be undertaken once the data package is complete.

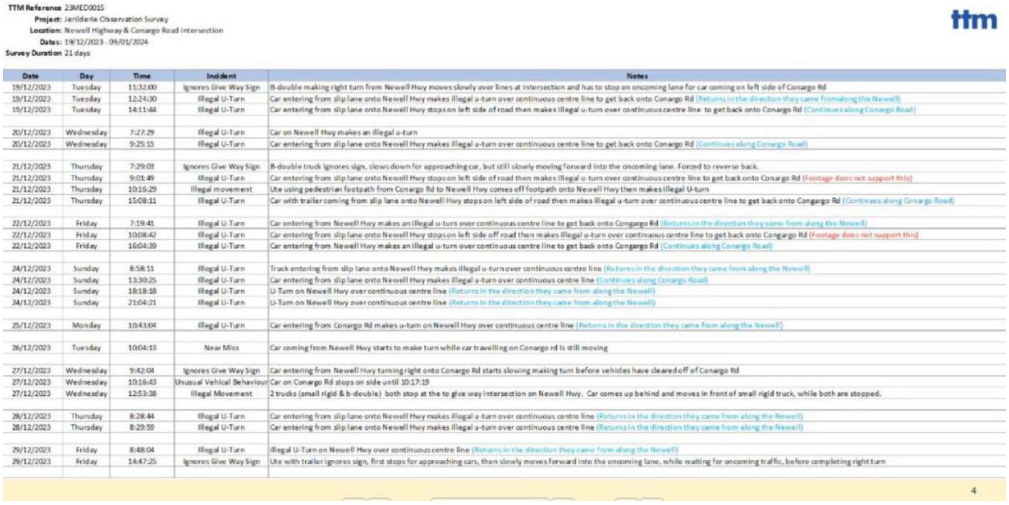
12. PRESENTATION BY GREG MINEHAN ON THE INTERSECTION OF THE NEWELL HIGHWAY AND CONARGO ROAD IN JERILDERIE





Newell Highway Taskforce Committee Meeting Tuesday 2 December 2025





TTM Reference: 23MED0015
Project: Jerilderie Observation Survey
Location: Newell Highway & Conargo Road Intersection
Dates: 19/12/2023 - 09/01/2024
Survey Duration: 21 days

Date	Day	Time	Incident	Notes
19/12/2023	Tuesday	11:32:00	Ignores Give Way Sign	B-double making right turn from Newell Hwy moves slowly over lines at intersection and has to stop on oncoming lane for car coming on left side of Conargo Rd
19/12/2023	Tuesday	12:24:30	Illegal U-Turn	Car entering from slip lane onto Newell Hwy makes illegal u-turn over continuous centre line to get back onto Conargo Rd (Returns in the direction they came from along the Newell)
19/12/2023	Tuesday	14:11:44	Illegal U-Turn	Car entering from slip lane onto Newell Hwy stops on left side of road then makes illegal u-turn over continuous centre line to get back onto Conargo Rd (Continues along Conargo Road)
20/12/2023	Wednesday	7:27:29	Illegal U-Turn	Car on Newell Hwy makes an illegal u-turn
20/12/2023	Wednesday	9:25:15	Illegal U-Turn	Car entering from slip lane onto Newell Hwy makes illegal u-turn over continuous centre line to get back onto Conargo Rd (Continues along Conargo Road)
21/12/2023	Thursday	7:29:08	Ignores Give Way Sign	B-double truck ignores sign, slows down for approaching car, but still slowly moving forward into the oncoming lane. Forced to reverse back.
21/12/2023	Thursday	9:01:49	Illegal U-Turn	Car entering from slip lane onto Newell Hwy stops on left side of road then makes illegal u-turn over continuous centre line to get back onto Conargo Rd (Footage does not support this)
21/12/2023	Thursday	10:16:29	Illegal movement	Ute using pedestrian footpath from Conargo Rd to Newell Hwy comes off footpath onto Newell Hwy then makes illegal U-turn
21/12/2023	Thursday	15:08:11	Illegal U-Turn	Car with trailer coming from slip lane onto Newell Hwy stops on left side of road then makes illegal u-turn over continuous centre line to get back onto Conargo Rd (Continues along Conargo Road)
22/12/2023	Friday	7:19:41	Illegal U-Turn	Car entering from Newell Hwy makes an illegal u-turn over continuous centre line to get back onto Conargo Rd (Returns in the direction they came from along the Newell)
22/12/2023	Friday	10:08:42	Illegal U-Turn	Car entering from slip lane onto Newell Hwy stops on left side off road then makes illegal u-turn over continuous centre line to get back onto Conargo Rd (Footage does not support this)
22/12/2023	Friday	16:04:39	Illegal U-Turn	Car entering from Newell Hwy makes an illegal u-turn over continuous centre line to get back onto Conargo Rd (Continues along Conargo Road)
24/12/2023	Sunday	8:58:11	Illegal U-Turn	Truck entering from slip lane onto Newell Hwy makes illegal u-turn over continuous centre line (Returns in the direction they came from along the Newell)
24/12/2023	Sunday	13:30:25	Illegal U-Turn	Car entering from slip lane onto Newell Hwy makes illegal u-turn over continuous centre line (Continues along Conargo Road)
24/12/2023	Sunday	18:18:18	Illegal U-Turn	U-Turn on Newell Hwy over continuous centre line (Returns in the direction they came from along the Newell)
24/12/2023	Sunday	21:04:21	Illegal U-Turn	U-Turn on Newell Hwy over continuous centre line (Returns in the direction they came from along the Newell)
25/12/2023	Monday	10:43:04	Illegal U-Turn	Car entering from Conargo Rd makes u-turn on Newell Hwy over continuous centre line (Returns in the direction they came from along the Newell)
26/12/2023	Tuesday	10:04:33	Near Miss	Car coming from Newell Hwy starts to make turn while car travelling on Conargo rd is still moving
27/12/2023	Wednesday	9:42:04	Ignores Give Way Sign	Car entering from Newell Hwy turning right onto Conargo Rd starts slowing making turn before vehicles have cleared off of Conargo Rd
27/12/2023	Wednesday	10:16:43	Unusual Vehical Behaviour	Car on Conargo Rd stops on side untill 10:17:19
27/12/2023	Wednesday	12:53:38	Illegal Movement	2 trucks (small rigid & b-double) both stop at the to give way intersection on Newell Hwy. Car comes up behind and moves in front of small rigid truck, while both are stopped.
28/12/2023	Thursday	8:28:44	Illegal U-Turn	Car entering from slip lane onto Newell Hwy makes illegal u-turn over continuous centre line (Returns in the direction they came from along the Newell)
28/12/2023	Thursday	8:29:59	Illegal U-Turn	Car entering from slip lane onto Newell Hwy makes illegal u-turn over continuous centre line (Returns in the direction they came from along the Newell)
29/12/2023	Friday	8:48:04	Illegal U-Turn	Illegal U-Turn on Newell Hwy over continuous centre line (Returns in the direction they came from along the Newell)
29/12/2023	Friday	14:47:25	Ignores Give Way Sign	Ute with trailer ignores sign, first stops for approaching cars, then slowly moves forward into the oncoming lane, while waiting for oncoming traffic, before completing right turn

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13. DISCUSSION ON FUTURE COMMUNICATIONs AND NEWELL HIGHWAY PROMOTION

Clr Roylance advise the Taskforce that Kath Garland the Senior Communications Officer for Forbes Shire Council will be taking over the secretarial role of the NHTF and will also provide the promotion support of the NHTF for the Newell Highway. Kath has provided advice to Clr Roylance that a Facebook page may attract negative comments from keyboard warriors. John Scarce said that the Sturt Highway Taskforce (SHTF) had nothing but positive comments on the Facebook page. They were pleased about the lens that the Taskforce provides and recently the SHTF has provided Christmas messages of driving safely while travelling on the Sturt Highway. John Scarce stated that generic communiques are prepared for Sturt Highway issues that can then be placed in the local newspaper or webpages for the individual councils. The councils can also add their own message to the communique.

14. GENERAL BUSINESS.

Shane Wilson advised the Taskforce that Narrandera Council is the recipient of a grant for major stormwater work under the Newell Highway. It will be a 3500 x 1500, 1200 metres long box culvert under the highway, with diversions in place for an extended period. Contra-flow will be provided for traffic on the Newell Highway.

John Scarce mentioned that the Local Traffic Forums on regional NSW have not changed the format of the previous Local Traffic Committee meetings. John also mentioned that the default 70km/h speed limit on unsigned roads has been scrapped, for now. One of the main reasons for applying this limit is to reduce carbon emissions, so we can expect the proposal to come back. Richard Jane mentioned that compliance will be an issue that will be directed towards councils with residents expecting councils to monitor and police the 70km/h, which is completely impractical.

Clr Roylance thanked Richard Jane for his involvement with the NHTF over the last 6 years and wished him well in his retirement.

Clr Roylance said that there will be a short AGM and election at the next meeting. Richard Jane mentioned that the respective Local State Members along the length of the Newell Highway will be getting a standing invitation to all NHWT meetings.

15. NEXT MEETING

The date of the next meeting is to be confirmed, determined by meeting room availability at Parliament House, Canberra.

Newell Highway Taskforce Committee Meeting Tuesday 2 December 2025

APPENDIX 1 - PRIORITY AREAS

PRIORITY AREA	DISCUSSION
Centre Line Separation	This is currently restricted to any new works and that we should be aiming for Centre Line Separation along the full length of the Newell Highway over the next ten years. The Committee raised that communication between TfNSW and Councils for project scoping and planning is poor and decisions that impact Councils are made without input from Councils. Joanne Cheshire from TfNSW agreed that Councils should be involved in this conversation. The Committee agreed that they would like to see Centre Line Separation rolled out as quickly as possible for the length of the Newell Highway. **STRATEGIC DIRECTION:** Communication between TfNSW and impacted LGA's in the design and scoping meetings for projects is a high priority as decisions are made without input from Councils.
Clear Zones	Funding has not been set aside to maintain the clear zones currently in place. **STRATEGIC DIRECTION:** Additional funding for maintenance of clear zones.
Additional Overtaking Lanes	**STRATEGIC DIRECTION:** Work with TfNSW to develop a five-year plan for additional overtaking lanes.
Rest Areas	It is essential that drivers can safely pull over in appropriate areas to rest. A Councillor from Dubbo Regional Council put forward a Notice of Motion last week to improve rest areas in the LGA as there's no rest areas either side of Dubbo with toilets, showers etc. Alastair Lunn from TfNSW advised that the North Dubbo rest area is being investigated by Transport for NSW for upgrades. No discussions held with Council for approximately a year regarding rest areas. **STRATEGIC DIRECTION:** Review of the rest area requirements for the Newell Highway to identify rest area locations and also meet requirements for rest periods (reference Narrandera as an example).
By-Passes	**Coonabarabran**: The Chair raised that Coonabarabran bypass should be high priority as it is designed and only waiting on funding. From a taskforce perspective, it would help the flow of traffic along the Newell Highway. **Dubbo**: The Chair raised that due to the expansion of the city, a Dubbo bypass should be looked at in the longer-term to preserve the Newell Highway corridor. Luke Ryan from Dubbo Regional Council commented that a bypass is part of the Transportation Strategy for the city. Alastair Lunn from TfNSW raised that when consulting with Dubbo Regional Council, the council is referring to a distributor/ring-road within the town limits rather than a bypass, and that Council needs to be clear with what they want. **STRATEGIC DIRECTION:** 1. Coonabarabran bypass is the #1 priority for the Taskforce. 2. Creation of a long-term plan for a Dubbo bypass for preservation of the Newell Highway corridor.
Flood Resilience	The Chair raised the need for the Tichborne area between Parkes and Forbes to be looked at, as well as flood resilience work at Gillenbah, Marsden, Beckom and Moree. **STRATEGIC DIRECTION:** TfNSW undertake a strategic study (including a funding package) of the full length of the Newell Highway (including connecting highways) to identify priority problem flooding areas.
Intersections	The Committee identified the following intersections as priority areas: • Newell Highway/Cargo Road - signage needed. • Camp Street, Forbes. • Ardlethan / Burley Griffin Way t-intersection. Alastair Lunn from TfNSW suggested an audit package of the major roads coming off the Newell in the southern region (i.e., Irrigation Way, Burley Griffin Way etc), including a safety study and survey. **STRATEGIC DIRECTION:** TfNSW undertake a strategic study (including a funding package) to prioritise the next ten intersections for upgrade along the Newell Highway (including connecting highways).
Shoulder Widths	The Committee discussed that there is a need for vehicles to be able to safely pull off the road into shoulder widths. **STRATEGIC DIRECTION:** TfNSW undertake a study (including a funding package) to identify areas of priority for vehicles to be able to safely stop on the side of the road.
Inland Rail Crossings - Grade Separation	The Committee discussed that there is currently only two Inland Rail Crossings along the Newell Highway, being Daroobalgie and South Forbes. **STRATEGIC DIRECTION:** All rail crossings along the Newell Highway, including Inland Rail crossings, have grade separation.

Newell Highway Taskforce Committee Meeting Tuesday 2 December 2025

Guard Rails on side of roads	The Committee discussed that the guard rails restrict drivers from pulling onto the side of the road to avoid wide loads, vehicles on the wrong side of the road etc. Alastair Lunn from TfNSW advised that TfNSW have installed more guard rails to prevent people from leaving the road and hitting trees. The Committee raised that Councils are struggling with vegetation management in areas where guard rails are used for large distances as there's no entry point. **STRATEGIC DIRECTION:** TfNSW undertake a review of the guard rails along the Newell Highway, including the materials used and distance between markers.
Driver education	Richard Jane from Forbes Shire Council raised the need for increased driver education, particularly for truck drivers and caravanners, due to unsafe behaviours including intimidation. **STRATEGIC DIRECTION:** 1. The Taskforce recommend that the government look at driver education programs/promotions (e.g., TV advertisements). 2. The Taskforce suggest changes to legislation regarding driver safety requirements for caravans and trucks (e.g., truck-only parking spots). 3. Raise with Road Safety Officer's for investigation.
Speed reviews	The Committee discussed the need for a speed review along the Newell Highway. Joanne Cheshire from TfNSW advised the Committee that the public are able to submit requests for this online via Safe Roads NSW: https://www.saferroadsnsw.com.au/. **STRATEGIC DIRECTION:** The Committee lobby for the retainment of the 110km speed zonealong the Newell Highway.
Surveillance of roadside stops for litter	Clr Ruth McRae OAM from Murrumbidgee Council raised the need for TfNSW to revisit the compliance of contractors engaged to clean up roadside stop areas and increase serviceability and the level of expectation for maintenance of these areas. **STRATEGIC DIRECTION:** TfNSW review compliance of contractors.
Dual carriageway	Chris Roylance from Forbes Shire Council raised the need for the Newell Highway to be a dual carriageway. The Committee discussed that this is a long-term vision that would be delivered in the next forty years and linked the benefits and synergies with the Special Activation Precinct. **STRATEGIC DIRECTION:** All future major developments are scoped to reserve the corridor for a potential dual highway.
Effluent facilities in parking bays	Brian Mattiske from Forbes Shire Council requested the Chair to include an additional request in the Minutes for facilities at parking bays for trucks to drop effluent, like caravans. **STRATEGIC DIRECTION:** Facilities are provided at parking bays for trucks to drop animal effluent.

John Scarce suggested that the NHTF make the priority listing an advocacy document that can be used to petition the nominees in the upcoming Federal Election.

MOVED: Cr Ruth McRae OAM
SECONDED.- Cr Ken McGrath ***CARRIED***

Further, John Scarce stated that the NHTF should be grateful for what has been spent on the Newell Highway already and the involvement that the NHTF has had.

The meeting discussed the Coonabarabran Bypass and that the NHTF continue to advocate for the Coonabarabran bypass

MOVED: Cr Denis Todd
SECONDED.- Cr Brian Mattiske ***CARRIED***

The meeting discussed that Inland Rail used to provide a presentation at each NHTF meeting, online. We haven't had a presentation for a least a year. Clr Roylance discussed the need for a grade separated overpass on Sherrif Street in Forbes.

The meeting discussed the checking of pantechs and caravans by NHVR weigh stations and the fact that heavy vehicles under 12.5 tonnes can travel for several hours without taking a break. The meeting also discussed overloaded and incorrectly loaded caravans and that for safety reasons these should also be checked in some fashion.

Holly Davies discussed TfNSW carrying out weighing days within communities to educate caravan owners on the proper loading of caravans to ensure they are as safe as possible. The caravan owners are not being fined at these weighing days if they are overweight or incorrectly loaded, because they are not actually on a journey. It is about educating caravan owners to keep them safe.

Clr Ruth McRae OAM discussed the need for a roundabout in Jerilderie and that the council does not want a bypass around Jerilderie.

16. SETTING OF THE NEXT MEETING

The chairman, Clr Roylance discussed having the next meeting of the NHTF at Parliament House in Sydney and then having the final meeting of the year at Parliament House in Canberra. The next meeting date is to be determined being cognisant of Country Mayors and other meetings that may clash.

The next meeting will be at Parliament House, Sydney on a date to be advised.

17. MEETING CLOSE

The meeting was closed at 12:05 pm.

12 REPORTS OF COMMITTEES

12.1 MINUTES OF THE FLOODPLAIN MANAGEMENT COMMITTEE MEETING HELD ON 13 NOVEMBER 2025

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

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

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

Author: **Taylah Burt, Business Support Officer**

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

Annexures: **A. 13 November 2025 Floodplain Management Committee Meeting - Minutes** ⇩

RECOMMENDATION

That Council:

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

Minutes of the Floodplain Management Committee Meeting

Date	13 November 2025
Time	3:00 PM - 5:00 PM
Location	Microsoft Teams Meeting; Committee Room
Present	Kylie Trueber, Marisa Malherbe, Cr George Pratt, Peter Kelly, Annalise Teale, Tanvir Ahmend, Andrew Francis, James Buchanan, James Harris, Taylah Burt
Absent	Cr Marg Applebee
Note Taker	Taylah Burt

Agenda

1 - Acknowledgement of Country

Participated: Cr George Pratt

The meeting commenced with an Acknowledgement of Country, recognising the Wiradjuri people as the traditional custodians of the land. Respect was paid to Aboriginal community Elders, both past and present, who have played a significant role in the history of the region. This acknowledgement underscores the committee's commitment to honouring the cultural heritage and contributions of the Aboriginal community in floodplain management.

2 - Apologies

Participated: Cr George Pratt

- Cr Marg Applebee

3 - Confirmation of Minutes

The minutes from the previous meeting were confirmed.

Moved – Marisa Malherbe
Seconded – Kylie Trueber

4 - Business Arising

No specific business arising from the previous minutes was discussed.

5 - Declarations of Interest

Participated: Cr George Pratt

No declarations of interest were made by any of the attendees.

6 - Items of Business

The committee discussed several flood studies and plans, providing updates and seeking endorsements for various projects.

6.1 - Trundle Feasibility Study

- Safety and design workshop for Trundle Feasibility Study completed.
- Consultant preparing final report.
- Report to be reviewed by Public Works and funding body before Council endorsement on 16 December 2025.
- Study clarifies the dam will remain; only the embankment will be lowered to improve water flow.

Action: Committee members to review and endorse final report upon receipt.

6.2 - East Parkes and Parkes Town

- East Parkes study undergoing further analysis following community feedback.
- Stochastic analysis completed.
- Working group requested flood frequency analysis using historical rainfall records to better approximate the 1% rainfall runoff event.
- Additional data will refine the flood model and improve accuracy for future flood planning controls.
- Study not yet ready for Council adoption; discrepancies between historical events and model predictions need addressing.
- Accurate flood mapping emphasised as critical for future development planning.

Action: Conduct flood frequency analysis using historical rainfall records

6.3 - Bogan Gate Flood Study

- Bogan Gate Flood Study reviewed by the committee.
- Clarifications sought on scope of vegetation management and funding responsibilities for infrastructure improvements.
- Study endorsed by the committee to go to Council for adoption.

Action: Include an addendum on shelter-in-place planning controls as recommended by the Department.

6.4 - Bogan Gate Flood Risk Management Study and Plan

- Bogan Gate Flood Risk Management Study and Plan reviewed by the committee.
- Endorsed for adoption by Council.
- Endorsement includes requirement to add an addendum on shelter-in-place planning controls, as suggested by the Department.
- Study and Plan endorsed by the committee for Council adoption.

Action: Add an addendum regarding shelter-in-place planning controls. @Council Events

Moved – James Buchanan
Seconded – Annalise Teale

6.5 - Cookamidgera Flood Study

- Cookamidgera Flood Study reviewed by the committee.
- No significant changes or objections raised, community feedback minimal.
- Study endorsed by the committee to go to Council for adoption.

Action: Add an addendum on shelter-in-place planning controls

Moved – Peter Kelly
Seconded – James Buchanan

6.6 - Cookamidgera Flood Risk Management Study and Plan

- Cookamidgera Flood Risk Management Study and Plan reviewed by the committee.
- Endorsed for adoption by Council.
- Similar to Bogan Gate, an addendum on shelter-in-place planning controls will be added post-adoption.

Action: Add an addendum regarding shelter-in-place planning controls

6.7 - Parkes Town Centre Flood and Drainage Study

- Parkes Town Centre Flood and Drainage Study ready for endorsement.
- Minor administrative updates made following community feedback.
- Final report includes updated maps and minor corrections.
- Study findings will inform future flood management and infrastructure planning.

Action: Review the final report, including updates to maps and minor corrections.

7 - General Business

Participated: Cr George Pratt

- General business focused on next steps for Trundle and East Parkes studies.
- Emphasis on timely reviews and endorsements via email to ensure progress.

Action: Review and endorse Trundle and East Parkes studies via email.

8 - Next Meeting Date

Schedule an additional meeting before the next quarterly session to review and adopt pending reports.

Meeting ended: 3.45pm

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

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

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

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

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

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

Annexures: **A. Audit, Risk and Improvement Committee Meeting Minutes - 26 November 2025**

RECOMMENDATION

That Council:

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

Audit, Risk and Improvement Committee Meeting

Minutes

Wednesday 26 November 2025

Minutes of the Audit, Risk and Improvement Committee Meeting

Held on Wednesday, 26 November 2025 at the

Online and at the

Parkes Council Chamber, 2 Cecile Street, Parkes

Present:

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

Council Officers in Attendance:

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

Guests

Paul Quealey	Lambourne Partners *(Internal Auditor)*
Desmond Quach	Audit Officer *(External Auditor)*

NOTES

Cr Joy Paddison attended via audio-visual link.

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

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

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

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1 OPENING OF MEETING

The Chairperson declared the Audit, Risk and Improvement Committee Meeting of Wednesday, 26 November 2025 open and welcomed Council Officials in attendance.

2 ACKNOWLEDGEMENT OF COUNTRY

The Chairperson read the following Acknowledgement of Country:

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

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

3 APOLOGIES

Councillor Marg Applebee, Councillor Non-Voting Member

Kylie Trueber, Risk and Emergency Management Coordinator

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

Cassie Malone, Audit Officer *(External Auditor)*

4 CONFIRMATION OF MINUTES

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

RECOMMENDATION

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

5 DISCLOSURES OF INTERESTS

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

6 LATE BUSINESS

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

7 OFFICERS' REPORTS

7.1 PERFORMANCE AND REVIEW - MEETING ACTIONS

RECOMMENDATION

That the Audit, Risk and Improvement Committee:

1. Note the progress toward previous meeting action items.

Discussion

The committee discussed the following:

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

7.2 EXTERNAL AUDIT - AUDIT OFFICE ENGAGEMENT CLOSING REPORT 2025

RECOMMENDATION

That the Committee:

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

Discussion

The committee discussed the following:

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

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

RECOMMENDATION

That the Audit, Risk and Improvement Committee:

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

Discussion

The committee discussed the following:

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

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

RECOMMENDATION

That the Audit Risk and Improvement Committee:

1. Receive and note the Work Health and Safety ISO45001 re-certification audit completed by SAI Global including the following attachments:

   Annexure A - PSC Findings Report – Initial Audit 2025

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

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

Discussion

The committee discussed the following:

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

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

7.5 INTERNAL AUDIT - PROGRAM UPDATE WITH INTERNAL AUDITOR

RECOMMENDATION

That the Audit, Risk and Improvement Committee:

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

Discussion

The committee discussed the following:

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

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

RECOMMENDATION

That the Committee:

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

Discussion

The committee discussed the following:

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

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

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

RECOMMENDATION

That the Audit, Risk and Improvement Committee:

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

Discussion

The committee discussed the following:

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

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

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

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

RECOMMENDATION

That the Audit, Risk and Improvement Committee:

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

Discussion

The committee discussed the following:

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

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

RECOMMENDATION

That the Audit, Risk and Improvement Committee:

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

Discussion

The committee discussed the following:

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

7.10 PERFORMANCE AND REVIEW - ARIC ANNUAL SELF-ASSESSMENT

RECOMMENDATION

That the Audit, Risk and Improvement Committee:

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

Discussion

The committee discussed the following:

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

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

RECOMMENDATION

That the Audit, Risk and Improvement Committee:

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

Discussion

The committee discussed the following:

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

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

7.12 RISK MANAGEMENT - MAJOR PROJECTS AND CURRENT WORKS REPORT

RECOMMENDATION

That the Audit Risk and Improvement Committee:

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

Discussion

The committee discussed the following:

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

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

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

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

7.13 RISK MANAGEMENT - PARKES ELVIS FESTIVAL 2026

RECOMMENDATION

That the Audit, Risk and Improvement Committee:

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

Discussion

The committee discussed the following:

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

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

7.14 RISK MANAGEMENT - ICAC OPERATION MANTIS SELF-ASSESSMENT

RECOMMENDATION

That the Audit Risk and Improvement Committee:

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

Discussion

The committee discussed the following:

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

7.15 RISK MANAGEMENT - CYBER SECURITY AND INCIDENT REPORT

RECOMMENDATION

That the Audit Risk and Improvement Committee:

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

Discussion

The committee discussed the following:

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

8 REPORT OF CONFIDENTIAL RESOLUTIONS

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

8.1 RISK MANAGEMENT - INFORMATION MANAGEMENT, PRIVACY, AND RECORDS

RECOMMENDATION

That the Audit Risk and Improvement Committee:

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

8.2 RISK MANAGEMENT - GENERAL MANAGERS UPDATE

RECOMMENDATION

That the Committee:

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

9 CONCLUSION OF MEETING

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

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

The meeting concluded at 12:05pm.

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

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

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

Mr Stephen Horne
CHAIRPERSON

12.3 MINUTES OF THE PARKES SPORTS COUNCIL MEETING HELD ON 9 DECEMBER 2025

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

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

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

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

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

Annexures: **A. Minutes of the Parkes Sports Council Meeting Held on 9 December 2025.** ⇩

RECOMMENDATION

That Council:

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

9 Dec 2025 Sports Council Minutes

Tuesday, 9 December 2025 7:00 PM

Welcome
Al Gersbach welcomed all to the meeting.

Attendance
Luke Nash (Finances), Al Gersbach (Chair), Anthony McGrath (Secretary), Cr Louise O'Leary (Councillor Representative), Andrew Thomas (Senior Rugby League), Wilbur Harris (Netball), Wayne Osbourne (Soccer), Greg Morrissey (Mr Cricket), Jason O'Bryan (Junior League), Andrew Daley (Hockey)

Online
Gail Richardson (Community Representative), Linda Snyman (Dragon Boating),

Guests
Geoff Finn (Sports Fields Supervisor, Parkes Shire Council)

Apologies
Ken Keith (Golf), Michael Greenwood (Senior League), Cr Doug Pout, Doug Moore (Little Athletics)

Confirmation of Previous Minutes
The previous minutes were distributed with the agenda, moved by A McGrath seconded by seconded by Luke Nash that they are a true and correct record. Carried

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General Meeting

Notable Sporting Performances or Events

Cricket
- Blake McDonald was man of the match for Victoria against WA after a good batting performance
- ZAC Bayliss in western team in country championships - finished fourth

League
- Teghan Smede selected for the open women's Western Rams team
- Kate Thomas elected to the Peter MacDonald Premiership (PMP) board

Hockey
- U14 Girls Blues- Daisy Rice
- U16 Boys State - Sam Westcott, Blues- Patrick McPherson, Finlay Quince.
- U18 Boys State - Flynn Thompson and Jordan Grosvenor (Manager) - Blues- Archie Daley and Sam Quince.
- U21 Boys Blues- Toby Collins and Sam Carr.
- Mariah Williams and Kurt Lovett won bronze in the National Hockey One Competition with NSW Pride.

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 field (SW)	Geoff
8/04/2025	4	Investigate relocation of the Park Run sign to the start of the park run track adjacent to the storage shed on the path.	Tim
10/6/2026	5	SMS lighting system at Lindner Oval is not working consistently	Anthony
11/11/2025	6	Guidelines for closing sporting fields due to wet weather to be reviewed mainly about weekend sport. Consultation with all sporting groups to occur.	Anthony & Tim / Geoff
~~11/11/2025~~	~~7~~	~~Report maintenance of Recycle Water Storage tank required, bad smell and long~~	~~Anthony~~

		~~grass.~~	
~~11/11/2025~~	~~8~~	~~Request that Council engineer attend the next meeting to review the Croaker Basin project.~~	~~Anthony~~
11/11/2025	9	League have requested that council review the use of Pioneer for the Car Club event ~~and Elvis Rugby~~. Asking that alternate venues be considered.	Tim

Discussion / Action Taken
Update provided on the outstanding tasks as follows:

6.The current conditions of use document provides some information on closing grounds. Tim will review and provide an update to the sporting groups
7.Maintenance request sent in.
8.Discussed in General Business
9.Request sent to Parkes Rugby to consider an alternate venue for Elvis Rugby.

Correspondence

The following items of correspondence was received or sent

1. Advice of meeting and minutes sent out to groups.
2. Reminders to nominate for sports awards sent to all groups.

Action
1,2 For information.

Grants Received
Nil.

Sports Projects Update

Tim provided the following update for the meeting.
- Lindner oval sprinkler system is currently being replaced
- Tennis/Multicourt complete at Berryman
- Rees lighting scheduled to be back at Cheney 12/12 to stand poles & lights next week as well as Nth Pks light tower

Around the Grounds

Golf
- Monthly Medal results from Saturday. A Grade : Stroke winner - Aaron Wilkie, Net winner -David Brown. B Grade Stroke & Net Robert Lea, C Grade Stroke & Net Sean Sloane. Ladies Summer Medal – Melissa Mathews.
- New Pro Zac Kelly has started a junior clinic with a great response of 20+ junior golfers taking part.

Cricket
- 2 weeks to go before Christmas
- Parkes playing in western cup

League
- Investigating cost to upgrade the old Cheney park lights to LED
- Joint grant with Touch for temporary changerooms
- Looking to install kitchen appliances with Touch including cooker
- In discussions with NSWRL about a restructure of junior competitions

Peak Hill
- SMS lighting still not fully working - currently with Council
- Roosters received a grant for a storage container
- Confusion about location for container - Tim to confirm with Louise

Senior League
- Training commenced with a season opener and jumper presentation
- Western Rams U16s and U18s match on 21 February
- Restructure and mission statement developed
- Women's opens tackle team planned for 2026 season.
- In discussions about a super tag (all abilities) team.
- Upgraded PA system with additional antenna.
- DA plans for Pioneer Oval grandstand were sent on to NSWRL

- Good volunteers help attract matches more so than substandard facilities
- Disappointed that pioneer wasn't marked for Western Rams training. 3 sides went to Forbes instead along with some economic activity.
- Poor facilities at Pioneer are seeing the reputation of the ground in decline.

Netball
- One week to go for summer competition, restarting in February
- Selection trials underway for 2026 season

Soccer
- Commencing 21 March 2026 with 6 a side competition, estimate 6 smaller fields will be needed
- Foosball competition at the Town Bowling club is running well.
- Representative teams currently training at Parker Stone

Hockey
- Wondering where the upgrade of the switchboard at SDF is up to?
- Moving the scoreboard on SDF to a new location.

Financial Report - Operational and Capital Works Projects

Luke presented the financial report and asked that the committee accept the report, which was seconded by Andrew Thomas and carried.

Andrew Daley asked if the Bogan Gate Grinstead cup side pays for the use of the Parkes fields when matches are staged in Parkes. Luke advised that Parkes Cricket books and pays for the field and then seeks compensation from the Bogan Gate club.

Sports Council (Sporting Grounds) Overview - Month Ending - 30 November 20

Sporting Grounds - Operational Revenue

	Budget	Actual	% Budget Received
Sports Council -Levies/Usage Charges	$51,731	$38,107	74%
Sports Council - SMS Lighting	$16,210	$6,752	42%
	$67,941	$44,859	66%

Sporting Grounds - Operational Expenditure

	Budget	Actual	Committed	A + C	% Spent	Bud Rema
Sporting Grounds Operating	$293,701	$120,139	$0	$120,139	41%	$17
	$293,701	$120,139	$0	$120,139	41%	$17

Sporting Grounds - Capital Expenditure

Capital Expenditure Projects	Budget	Actual	Committed	A + C	% Spent	Bud Rema
Berryman Oval - Trundle (Flood Repairs) - Carpark, Tennis Courts & Pool Pump Shed (NSW Govt)	$636,300	$233,117	$5,385	$238,502	37%	$3
Cheney Park - Lighting Upgarde (ClubsGrant $210.5k & PMJRL $75k)	$285,580	$13,585	$189,315	$202,900	71%	$
	$921,880	$246,702	$194,700	$441,402	48%	$48

General Business

Croaker Basin
Junior and Senior League have now written to Council expressing their concerns about the impact of the basin works at Pioneer Oval. Key issues raised include

1. No consultation with sporting groups when the plans were modified from the original plans
2. No convenient pedestrian access to Spicer from Pioneer Oval
3. No water or turf added to the existing warm up area but a new area was added to Northparkes instead. Missed opportunity to implement the masterplan which showed a larger grassed area.
4. No fence to prevent kids accessing the basin in the event of a rain storm

State Championships
Greg mentioned that there are 2 state wide junior championships along with the women's part state women's masters in 2027 (previously discussed). Would like to see another civic reception be held as they are a great way to promote Parkes to visitors. Anthony advised that he did mention it to the organisers to request it if they would like one held.

Masterplans
Tim advised that there wasn't much feedback received from sporting groups on the masterplans. He is holding them open for sporting groups to advise so that the masterplans can be updated before being adopted. A reminder will be sent out to all the sporting groups.

Some discussion on the increased use of Cheney / McGlynn and need to ensure that masterplans are up to date.

Cheney Park Gates
Are in a poor state. Discussion on repairs and whether it be included in the Masterplans.

Sports Coordinator
Louise raised the issue of how a sports coordinator could help with groups and their planning needs.

Masters Games
Louise discussed the master games. Had heard from Soccer about a walking soccer competition. Anthony to send out sporting groups contacts to Louise to explore sports commitment to the games.

Dogs on Sporting Fields
Issue of dog faeces on sporting fields still remains. Groups discussed the need to start issuing fines. Moved by Greg Morrissey, seconded by Wayne Osbourne that sporting fields have clearer signage and that appropriate fines be investigated before being introduced and issued for dogs off leash and defecating on sports fields. Carried by all sporting groups present.

Next Meeting
10 February 2026 at 7pm.

Meeting Actions

9/12/2025	1	Send sporting contacts to Cr O'Leary	Anthony
9/12/2025	2	Send out reminder to sporting groups to comment on the draft sports field masterplans	Anthony

Attachments
Nil

13 REPORTS OF THE GENERAL MANAGER

13.1 PROPOSED DEMOLITION OF 60 CURRAJONG STREET

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

Goal: Our community is liveable, growing and connected.

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

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

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

Annexures: **Nil**

RECOMMENDATION

That:

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

BACKGROUND

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

ISSUES AND COMMENTARY

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

LEGISLATIVE AND POLICY CONTEXT

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

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

COMMUNITY CONSULTATION

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









13.2 PRESENTATION AND ADOPTION OF THE AUDITED 2024-25 FINANCIAL STATEMENTS

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

Goal: Our Local Government is sustainable and plans for the future.

Strategy: Operate in a financially sustainable and responsible manner.

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

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

Annexures: **A. Parkes Shire Council - Audited Financial Statements - Year Ended 30 June 2025 (under separate cover)** ⇨

RECOMMENDATION

That Council:

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

BACKGROUND

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

ISSUES AND COMMENTARY

The Financial Statements comprise three components, being:

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

General Purpose Financial Statements

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

Special Purpose Financial Statements

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

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

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

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

Special Schedules

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

• Special Schedule – Permissible Income for General Rates, which is a disclosure regarding Council's compliance with General Rate revenue and rate pegging. It is also subject to separate external audit aside from the financial statements.

• Special Schedule – Report on Infrastructure Assets, which provides an approximate value of what funds are needed for the maintenance and renewal of Council assets in comparison to what is currently allocated in the Budget.

LEGISLATIVE AND POLICY CONTEXT

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

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

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

FINANCIAL IMPLICATIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

RISK IMPLICATIONS

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

COMMUNITY CONSULTATION

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

13.3 INVESTMENTS AND BORROWINGS REPORT AS AT 30 NOVEMBER 2025

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

Goal: Our Local Government is sustainable and plans for the future.

Strategy: Operate in a financially sustainable and responsible manner.

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

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

Annexures:
A. PSC - Investment Register - 30 November 2025 ⇩
B. PSC - Loans Register - 30 November 2025 ⇩

RECOMMENDATION

That Council:

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

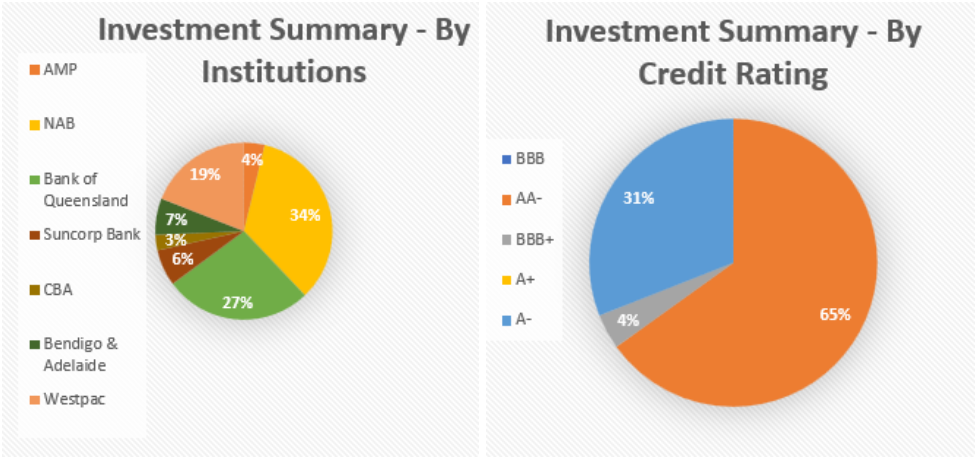
BACKGROUND

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

ISSUES AND COMMENTARY

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

On 30 November 2025, Council’s investment portfolio continued to yield 4.71 per cent per annum. The strong performance of the portfolio is supported by several longer-dated deposits originally invested beyond 9–12 months, along with the ongoing contribution of the floating rate note portfolio. Council's investments cover externally restricted cash reserves and internal restricted cash reserves. The following charts depict a summary of the investments held by Council based on the individual institutional exposure and credit rating of the institutions with which they are held.



LEGISLATIVE AND POLICY CONTEXT

Council's investments are held in accordance with Council's Investment Policy which accords with the requirements of the:
• Local Government Act 1993 ("the Act") - Section 625
• Local Government Act 1993 - Order (of Minister) dated 16 November 2020
• The Trustee Amendment (Discretionary Investments) Act 1997 - Sections 14A(2), 14C(1) and (2); and
• Local Government (General) Regulation 2021 ("the Regulation") - Clauses 212 and 215.

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

COMMUNITY CONSULTATION

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

CONCLUSION

The Chief Financial Officer has certified that the investments listed in the Investment Summary have been made in accordance with section 625 of the Act, clause 212 of the Regulation and Council's Investment Policy. Council's investments continue to focus on capital protection, as well as compliance with the Investment Policy, whilst actively seeking the best return allowable within these parameters. It is recommended that Council receive and note the Statement of Investments and Borrowings as on 30 November 2025.

Parkes Shire Council
Investment Register as at 30 November 2025

ADI/Issuer	Rating	Investment Type	Principal	Yield	Settlement Date	Maturity Date
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	2,000,000	4.10	21/08/2025	21/01/2026
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
Bank of Queensland	A-	Term Deposit	2,000,000	4.14	28/08/2025	27/02/2026
NAB	AA-	Term Deposit	2,000,000	4.20	21/07/2025	27/02/2026
NAB	AA-	Term Deposit	2,500,000	4.10	21/08/2025	23/03/2026
Bank of Queensland	A-	Term Deposit	1,500,000	4.24	9/10/2025	9/04/2026
Bank of Queensland	A-	Term Deposit	1,500,000	4.19	23/10/2025	23/04/2026
NAB	AA-	Term Deposit	2,000,000	4.05	28/08/2025	28/05/2026
NAB	AA-	Term Deposit	3,000,000	4.10	30/06/2025	29/05/2026
Bank of Queensland	A-	Term Deposit	2,000,000	4.34	17/11/2025	17/06/2026
Bank of Queensland	A-	Term Deposit	1,000,000	4.34	24/11/2025	24/06/2026
Bendigo & Adelaide	A-	Term Deposit	2,000,000	3.89	29/08/2025	29/06/2026
NAB	AA-	Term Deposit	1,000,000	4.10	21/08/2025	21/08/2026
Bank of Queensland	A-	Term Deposit	2,220,000	4.29	28/11/2025	28/10/2026
NAB	AA-	Term Deposit	1,500,000	4.15	29/10/2025	29/10/2026
NAB	AA-	Term Deposit	1,500,000	4.25	27/11/2025	27/11/2026
CBA	AA-	Floating Rate Note	1,513,725	4.26	11/01/2022	14/01/2027
Bank of Queensland	A-	Floating Rate Note	2,504,375	4.41	12/11/2025	20/11/2028
Westpac	AA-	Cash at Call - Main	2,328,970	***At Call***		
Westpac	AA-	Cash at Call - Maxi	7,700,005	***At Call***		
Total			**52,767,075**			

Investment Balances by Type			
Term Deposit	38,720,000		
Floating Rate Note	4,018,100	**42,738,100**	***Investments***
Cash at Call - Main	2,328,970		
Cash at Call - Maxi	7,700,005	**10,028,975**	***Cash***
Total Balance - 30/11/2025	**52,767,075**		

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 30 November 2025								
Borrower (by Purpose)	**Lender**	**System Loan No.**	**Loan Term Years**	**Date of Maturity**	**Interest Rate**		**Original Amount Borrowed $**	**Principal Outstanding as 30 November 2025**
General Fund								
Airport Runway Rehabilitation	NAB	1	20	2030	8.21%	$	2,000,000	759,613.17
30 Welcome Street	NAB	3	20	2030	8.21%	$	500,000	189,903.29
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	3,831,174.08
Total General Fund						**$**	**12,670,000**	**10,390,303.19**
Sewer Fund								
Parkes Sewer Treatment Plant	TCorp	7	10	2026	2.90	$	4,000,000	4,000,000.00
Total Sewer Fund						**$**	**4,000,000**	**4,000,000.00**
Water Fund								
Parkes Water Treatment Plant	TCorp	9	20	2036	3.045	$	8,500,000	5,299,680.24
Total Water Fund						**$**	**8,500,000**	**5,299,680.24**
Total All Funds						**$**	**25,170,000**	**19,689,983.43**

13.4 MONTHLY FINANCIAL REPORTS AS AT 30 NOVEMBER 2025

IP&R Linkage: **Pillar:** Leadership
Goal: Our Local Government is sustainable and plans for the future.
Strategy: Operate in a financially sustainable and responsible manner.

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

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

Annexures: **A. Annexure A - PSC Directors Report November 2025** ⇩

RECOMMENDATION

That Council:

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

BACKGROUND

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

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

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

ISSUES AND COMMENTARY

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

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

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

LEGISLATIVE AND POLICY CONTEXT

Local Government Act (section 8B)

FINANCIAL IMPLICATIONS

The monthly financial report presented a comparison between actuals vs. budget for the period ending 30 November 2025.

RISK IMPLICATIONS

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

COMMUNITY CONSULTATION

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

CONCLUSION

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

PSC Income Statement 2025/2026
October Year to Date

	Consolidated			General Fund			Water Fund			Sewer Fund			
	Act $'000	Budget $'000	Variance $'000	Act $'000	Budget $'000	Variance $'000	Act $'000	Budget $'000	Variance $'000	Act $'000	Budget $'000	Variance $'000	Financial Commentary
Rates and annual charges	24,151	24,287	(136)	20,692	20,661	31	2,362	2,405	(43)	1,098	1,221	(123)	Waste (+$52k), Sewer Access (-$122k)
User charges and fees	4,757	3,617	1,140	2,506	1,430	1,076	2,093	2,005	88	158	182	(24)	Waste (+$442k) Asbestos and Inland rail, RMCC (+$245k), FDCare (+$277k), Water NPM (+$245k) Residential (-$155k)
Interest and investment revenue	874	453	421	655	229	426	144	149	(5)	74	74	(0)	Higher cash balance due to grants and increase in interest rates.
Other revenues	996	593	404	964	549	415	33	35	(2)	0	9	(9)	Elvis sponsorship (+$344k) State cover reimbursements (+$47k), Waste (+$52)
Grants and contributions provided for opex	4,159	2,503	1,656	4,131	2,503	1,628	28	0	28	0	0	0	Fresh Start (+$116k), FDCare (+$228k), FAGs (+$1.5m), Stronger CC (+$69k), Library (-$109k)
Income	**34,937**	**31,452**	**3,485**	**28,947**	**25,372**	**3,576**	**4,660**	**4,594**	**66**	**1,330**	**1,487**	**(157)**	
Employee Cost	9,700	8,600	(1,100)	8,238	7,325	(912)	781	688	(93)	682	587	(95)	Works & Services (-$637k), Water (-$93k), Sewer (-$95k)
Materials & Consumables	798	1,611	812	652	1,223	571	90	208	119	57	179	122	Fleet & Depot (+$289k), Road maintenance (+$198k), Pool (-$44k), Water (+$119k) Sewer (+$122k)
External Services	6,494	5,428	(1,066)	5,747	4,541	(1,207)	650	514	(136)	97	373	277	Governance (-$52k), Econ Dev (-$140k), Events (+$222k), Road maintenance (-$778k), FDCare (-$418k), Pool (-$192k), Water (-$136k), Sewer (+$277k)
Water, Electricity & Statutory	1,368	1,458	90	571	449	(121)	753	909	156	44	100	56	Rates (-$330k), Water (+$30k)
IT & Communications	42	130	88	39	128	89	0	2	2	3	0	(3)	
Insurance	367	388	21	367	388	21	0	0	0	0	0	0	
Administration	1,738	1,404	(334)	1,457	1,228	(230)	247	164	(83)	33	13	(21)	Governance (-$44k), Timing of IT subscriptions (-$158k), Fleet & Depot (-$137k)
Travel & Entertainment	52	107	55	48	98	51	3	6	3	1	2	1	
Financials	181	218	37	129	218	89	22	0	(22)	30	0	(30)	
Internal Charges	(938)	(882)	55	(2,027)	(1,956)	70	694	711	17	395	363	(32)	
Interest Paid	339	334	(6)	218	217	(2)	70	69	(1)	51	48	(3)	
Cost of Assets Sold	296	300	4	266	300	34	31	0	(31)	0	0	0	Profit due to vehicle sales.
Sale Proceeds of Assets	(431)	(202)	229	(368)	(202)	167	(63)	0	63	0	0	0	
Expenses	**20,007**	**18,893**	**(1,114)**	**15,336**	**13,957**	**(1,379)**	**3,277**	**3,270**	**(7)**	**1,393**	**1,666**	**273**	
Cash profit for the year	**14,930**	**12,559**	**2,371**	**13,611**	**11,415**	**2,197**	**1,382**	**1,323**	**59**	**(63)**	**(179)**	**115**	
Depreciation	**11,111**	**8,504**	**(2,607)**	**8,210**	**5,803**	**(2,407)**	**2,125**	**1,970**	**(155)**	**776**	**730**	**(46)**	Increase due to revaluation of roads assets.
Net Operation result as at October	**3,818**	**4,055**	**(237)**	**5,401**	**5,611**	**(210)**	**(743)**	**(647)**	**(95)**	**(839)**	**(909)**	**70**	

14 REPORTS OF THE DIRECTOR CUSTOMER, CORPORATE SERVICES AND ECONOMY

14.1 MAJOR PROJECTS AND CURRENT WORKS - CUSTOMER, CORPORATE SERVICES & ECONOMY - DECEMBER 2025

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

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

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

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

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

Annexures: **A. DCCSE Major Projects and Current Works to December 2025** ⇩

RECOMMENDATION

That Council:

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

BACKGROUND

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

ISSUES AND COMMENTARY

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

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

Projects listed include:

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

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 - November 2025

Parkes Elvis Festival (PEF) 2026

Project Status (RAG - Report):	Critical (Red) / At Risk (Amber) / On Track (Green)					
	Scope	Budget	Schedule	Resources	Risks	Benefits

	This month	*Total to date ^*	*Committed / Income Pipeline*	*Actual + Commitments*	*Less DNSW Funding for PEF 2027 ^*	*Totals*	*Estimated total when works complete*
Income	0	485,881	424,509	910,390	155,000	755,390	1,093,457
Expenses	46,039	152,956	703,781	856,739	0	856,739	1,352,544
Totals (Loss)	(46,039)	112,192	(279,272)	(167,082)	155,000	(101,349)	**(259,087)**

^ Note that DNSW partnership funding is for the 2026 and 2027 event however, a larger portion of the funding will be received during the 2025-26 financial year. An adjustment has been made to show the prepaid portion attributable to the 2027 event.

Project Details

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.

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.

Task Completed

- Strategic Theme Selected: "Love Me Tender" confirmed as the official 2026 Festival theme, guiding program, brand, and marketing development.
- Stakeholder Debriefs Completed: Post-PEF 2025 debriefs held with major sponsors, delivery partners, and internal teams to inform planning and improvements.
- Project Governance Activated
- Internal Improvement Actions Underway: High-priority recommendations from the Elvis Festival Review are being integrated into delivery planning
- Festival Program Framework Initiated: Over 20 artist and performances currently in the pipeline
- Stakeholder Engagement Initiated: Portfolio Holders, NSW Trainlink, venue managers
- Detailed budget and financial plan developed
- DNSW Event Investment Proposal Submitted
- Sponsorship and Partnership Strategy PEF 2026 developed
- Develop a marketing and promotion strategy
- Procurement workflow
- PEF Website live on 1 July 2025
- Created a Sponsorship and Funding Prospectus
- Festival Launch held and tickets are now on sale
- Volunteer program strategy developed
- Programming for the event now finalised
- Marketing campaign plan submitted to DNSW

- Event Management Plan Finalised
- All festival assets & merchandise set to print
- Risk Management plan finalised

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

- Final touches to souvenir program

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

- Souvenir Program Printed
- Operational Logistics Finalised
- Music Licensing
- All printed assets & merchandise received
- Volunteer roster finalised and induction completed
- Event Bump-In Begins
- Parkes Elvis Festival is held
- Post-event evaluation and debriefs
- Final acquittals and reporting

Current Works

Three significant marketing events were delivered since the last update including an appearance on Today Extra by Bob and Anne Steel and three ETAs appearing a week later on The Morning Show. In addition, a cross promotion with Priscilla Presley's Life After Elvis touring talk show was also held. A significant increase in activity across the Elvis platforms was reported along with a bump in ticket sales.

All major components are now in place, program complete and sent for print, management plan and emergency management plan completed. Some additional van sites have been opened up at Pioneer Oval.

Staff resourcing in events continues to be an issue. A casual staff member from tourism is currently being utilised to facilitate further conversations with businesses for sponsorship and partnership opportunities while a Major Events officer, Bronte Thompson, has now been appointed, while the second role is being readvertised. Additional operational staff are being sourced to assist over the festival week as more will be needed to deliver the festival. Discussions are continuing between operations and the Festival Producer. Other staff are involved and are assisting with aspects such as merchandising, contracts, logistics, staff scheduling, etc where possible, whilst also working in their substantive roles.

Estimated budget expenses are being costed at the upper limit and will be adjusted once further quotes come in for review and approval. Progress ticket sales are listed under 'Income Pipeline' because 123Tix are holding the money until the event is held. The income total *excludes* the ticket fee. Parkes Toyota have agreed to be a sponsor and will be providing vehicles for event staff to transport our international and headline acts. Any sponsors listed below have agreed to participate but have not yet been invoiced:

Pipeline Income Item	*Pipeline*
Leagues Club Shows (inc. UETA)	323,827
Miss Priscilla Dinner	7,593
Trainlink Elvis Express	75,749
Rex Hound Dog Express (from 10/11/2025)	0
Camping (council venues)	18,340
Sponsor/Partner (not yet invoiced)	5,500
Direct Ticket Sales (not through 123Tix)	14,610
Total:	**424,509**

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

Progress Photos

Bob and Anne Steel on the Today Extra set





Tiffany Steel, Brendan Shippley, Bob and Anne Steel with Priscilla Presley.



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

The Community Improvement District (CID) Pilot Program

Project Status (RAG - Report):	Critical (Red)/ At Risk (Amber) /On Track (Green)					
	Scope	Budget	Schedule	Resources	Risks	Benefits

Approved Budget	*Expenditure this month*	*Total Expenditure to date*	*Outstanding Commitments*	*Actual + Commitments*	*Estimated total when works complete*
300,000 (Ops)	69,788	170,860	54,982	225,842	300,000
60,000 (Cap)	0	0	0		60,000

Project Details

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.

Scope and Deliverables
The program delivers a blend of non-physical and physical interventions:

Non-Physical Deliverables 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.

Physical Deliverables include
- a **temporary lighting** installation,
- delivery of a **place-based community event**, and
- both **temporary and permanent street closures** with vehicle management to support safe, welcoming activations.
-

Tasks Completed

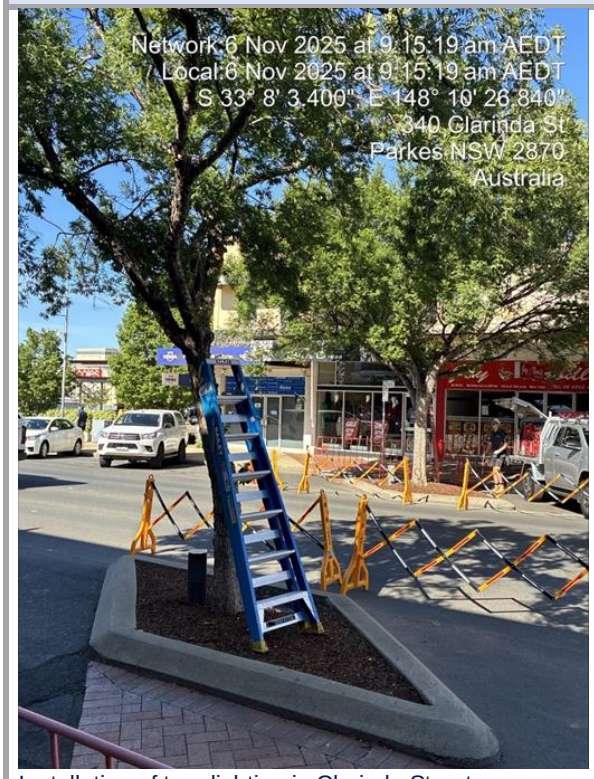
- Agreement executed by the Recipient and provided to the Agency
- An agreed draft Project Plan (Annexure A) including a list of anticipate expenditures budget.
- Release of RFQ for Strategic Place Plan for Parkes CBD Vibrancy Strategy (non-physical intervention stream).
- Comms Plan Created (relative to upcoming deliverables)
- Milestone 1 data compiled
- Parkes: Small Business Edition's bookings confirmed.
- Evaluation of RFQ completed
- Strategic Planner engaged for CBD Vibrancy Strategy
- Various engagement activities including Nadioc and Homegrown
- Small business workshop marketing
- Initial event planning completed including stage and layout
- Milestone Report 1 data compiled
- Business workshops delivered
- Branding consultant appointed
- Type of temporary bollards determined for street closures

- Preliminary findings report about the CBD Vibrancy strategy completed.
- Completion of Clarinda St and Cooke Park lighting.
- Branding workshops held with Council and the reference group.
- Event stage and layout established.

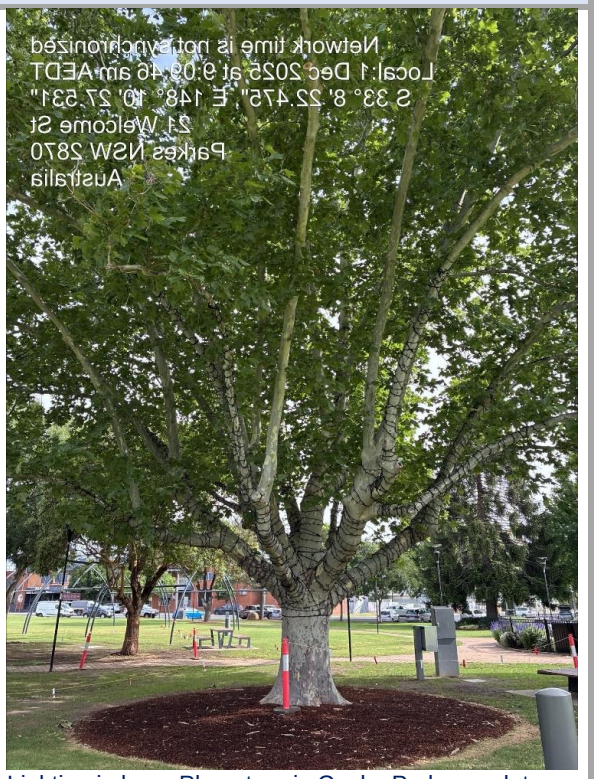
Customer Corporate Services and Economy
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Tasks forecast to be completed (next steps 1-3 months)
• Draft Vibrancy Strategy to Council • Redesign of business engagement committee due to low interest • Purchase of traffic management and road closure items • Grant Milestone reporting
Current Works
Engagement has been limited from the business community dictating a need for a pivot away from the standard deliverables. We are in discussions with Transport for NSW in relation to this ongoing. The lighting installation in the trees along Clarinda Street and in Cooke Park was completed and tested during the Action Club Christmas Parade and Carnival. The initial engagement with the brand consultant has commenced and the draft CBD Vibrancy Strategy document was completed and will be presented to Council for endorsement to public exhibition in December.

Progress Photos



Installation of tree lighting in Clarinda Street


Lighting in large Plane tree in Cooke Park complete

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

Fresh Start Program – New Cadets, Apprentices and Trainees (CATs)

Project Status (RAG - Report):	Critical (Red) / At Risk (Amber) / On Track (Green)					
	Scope	Budget	Schedule	Resources	Risks	Benefits

	Approved Budget	*This month*	*Total to date*	*Outstanding*	*Estimated total when complete*
Expenditure	297,762	26,789	88,330	209,432	297,762
Income	297,762	1,272	114,958	182,804	297,762

Project Details

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.

There are four rounds of funding:

- 1 - January 2025 to 8 November 2024
- 2 - July 2025 to 31 March 2025
- 3 - January 2026 to 31 July 2025
- 4 - January 2027 to 31 July 2026

Task Completed

- Round 1 Submission
- Council received provisional approval for 8 positions:
  - Apprentice Plumber
  - Apprentice Electrician
  - Small Plant Apprentice
  - Parks and Gardens Apprentice
  - Work Health and Safety Trainee
  - Concrete Trainee
  - Cadet Planner
  - Civil Engineer Cadet
- Round 1 progress report completed by 30/3/2025
- Round 2 funding submission completed by 31/03/2025
- Council received approval for 3 positions:
  - Finance Trainee
  - Works Coordinator Trainee
  - Heavy Vehicle Mechanic Apprentice
- Round 1 progress report 2 completed 30/04/2025
- Round 3 funding submission submitted on 31 July 2027 for:
  - 7 Civil Construction Apprentices – Cert 3 (Plant Operator)
- Finance Trainee has now been appointed from Round 2
- Invoices sent in for grant payment for roles that have been recruited.
- Provisional approval for seven (7) Civil Construction Apprentices received.
- Heavy Vehicle Apprentice has been appointed from Round 2
- Trainee Works Coordinator has been appointed from Round 2
- Recruitment for the 7 Civil Construction apprentices – Selection process underway.

- Quarterly claim report completed

Tasks forecast to be completed (next steps: 1 month)

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

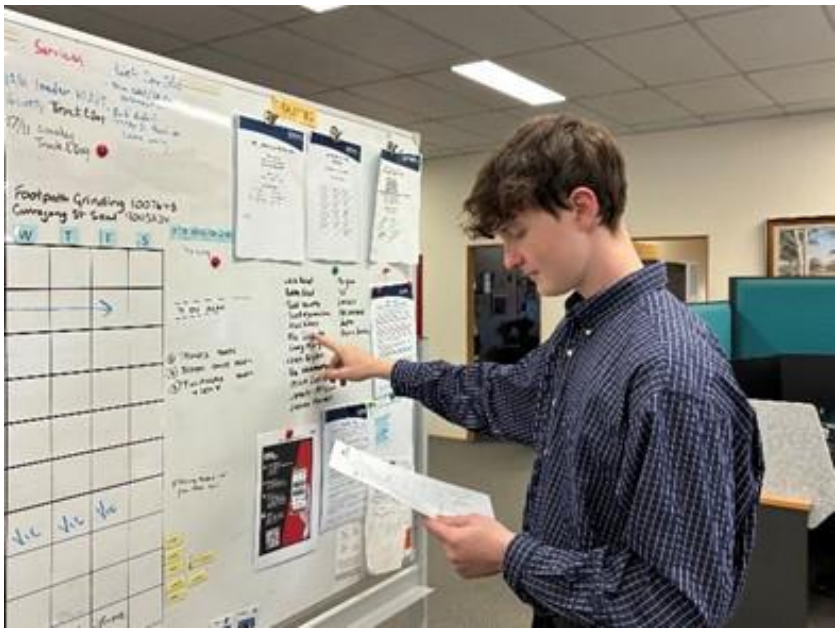
- Quarterly claim report due February 2026
- Round 2 recruitment forms due – recruitment update

Current Works

Recruitment tasks and funding body reports are the primary area of work now. Also preparing to onboard the apprentices.

So far, Council has received approval for 18 new trainees, apprentices and cadets. To date 8 roles have been appointed, 1 is to be re-recruited, 1 is being considered for reallocation to another department and 1 is on hold, pending the appointment of a supervising electrician and 7 are in a selection process.

Progress Photos



Works Coordinator Trainee - Will Speering.

Customer Corporate Services and Economy
Major Projects & Current Works - November 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	Benefits

Project Details

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 & 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.

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.

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.

Task Completed

- Financial Systems
- Stage 2A of the Property Systems (including customer requests and management)

Tasks forecast to be completed (next steps: 1 month)

- Stage 2B for the rest of the property systems is on hold until Technology One has the resources and software ready to proceed.

Current Works

The project is currently on hold. The schedule will be determined once a kick off meeting has been scheduled after the early adopters have completed their Stage 2B transition. Initial contact with Technology One has been established to restart the project.

Progress Photos

There are no photos available currently.

14.2 ADOPTION OF THE CODE OF MEETING PRACTICE - 2025 UPDATE

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

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

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

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

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

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

RECOMMENDATION

That Council:

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

BACKGROUND

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

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

ISSUES AND COMMENTARY

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

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

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

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

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

LEGISLATIVE AND POLICY CONTEXT

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

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

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

Legislative and Compliance Risk

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

Transparency and Accountability Risk

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

Conduct and Behavioural Risk

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

Reputational Risk

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

Operational Risk

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

Risk of Inconsistent Practices

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

COMMUNITY CONSULTATION

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

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

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

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

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

14.3 ADOPTION OF COUNCIL POLICIES - CONFLICT OF INTEREST POLICY AND PRIVACY MANAGEMENT PLAN

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

Goal: Our Local Government is contemporary, effective and effecient.

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

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

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

Annexures:
A. Council Policy - Conflict of Interest ⇩
B. Council Policy - Privacy Management Plan ⇩

RECOMMENDATION

That Council:

1. Adopt the Conflict of Interest and Privacy Management Plan included as *Annexure A* and *B* to this report.
2. Publish the adopted policies on Council's Website and intranet.

BACKGROUND

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

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

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

ISSUES AND COMMENTARY

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

Conflict of Interest Policy (Annexure A)

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

Privacy Management Plan (Annexure B)

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

LEGISLATIVE AND POLICY CONTEXT

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

Additional legislation considerations include:

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

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

COMMUNITY CONSULTATION

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

Parkes Shire Council

Council Policy

Conflict of Interest



Council Policy
Conflict of Interest

Parkes Shire Council

CONTROLLED DOCUMENT INFORMATION

ECM Number	[TBC]
Document Owner	Director Customer, Corporate Services and Economy
Document Development Officer	Manager Governance, Risk and Corporate Performance
Risks Managed	
Consulting Stakeholders	Governance People, Safety and Culture
Review Timeframe	4 Years
Last Review Date	November 2025
Next Scheduled Review	November 2029

Document History		
Date	**Resolution No.**	**Details/Comments**
12 November 2025		Policy Created
19 November 2025		*Endorsed by CMT*
9 December 2025		*Endorsed by ELT*
16 December 2025		*Endorsed by Council*

Further Document Information and Relationships	
Related Legislation*	Local Government Act 1993 Environmental Planning and Assessment Act 1979 (NSW) Environmental Planning and Assessment Regulation 2021 & Environmental Planning and Assessment (Conflict of Interest) Regulation 2022
Related Policies	Code of Conduct Other Employment (formerly Secondary Employment) Procurement Policy Conflict of Interest Policy for Development Application Gifts, Benefits and Bribes Policy
Related Documents	Model Code of Conduct for Local Councils in NSW Conflict of Interest Form
***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.*	

Council Policy
Conflict of Interest

Parkes Shire Council

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Council Policy
Conflict of Interest

Parkes Shire Council

1. Purpose

To uphold integrity, transparency, and public trust in Council by ensuring conflicts of interest are identified, disclosed, and managed effectively.

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.

This Policy applies to all actual, potential, and perceived conflicts of interest, including pecuniary (financial) and non-pecuniary interests. It covers situations where a Council Official's personal interests may, or may be seen to, influence their public duties and decision-making.

4. Definitions

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

Term	Definition
Business Day	means a day that is not a Saturday, a Sunday, 27/28/29/30/31 December, nor a public holiday in Sydney.
Conflict of Interest	means when private interests could influence, or appear to influence, official duties. Types include: • Pecuniary: Financial gain/loss (property, shares, business interests). • Non-Pecuniary: Personal relationships, affiliations, or other non-financial interests. • Actual, Potential, Perceived: As defined by ICAC and NSW Model Code.
Council	means Parkes Shire Council.
General Manager	means the General Manager of Parkes Shire Council appointed under section 334 of the *Local Government Act 1993*.
Document Management System	means the Technology One ECM system.

Governing Body	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

5. Policy Principles

Public Interest First: Decisions must be impartial and transparent.

Early Identification: Conflicts should be declared as soon as they arise.

Transparency: All disclosures recorded in a Conflict of Interest Register.

Proactive Management: Avoid, mitigate, or manage conflicts through documented plans.

6. Disclosure Requirements

- **Councillors**: Declare conflicts of interests using the Councillor Conflict of Interest Form on LG Hub, please note this is different from the Disclosure of Interest Form or Declaration of Interest Form for a meeting.
- **Staff & Contractors**: Discuss any conflicts with your manager or supervisor and declare conflicts of interests using the Conflict of Interest Form immediately.
- **Committee Members**: Declare at meeting start; record in minutes.
- **Nil Declarations**: Staff must confirm annually that they have either declared all conflicts or have none (“nil declaration”) utilising the Conflict of Interest Form.
- **Managers/Supervisors**: Review each conflict of interest declared.
- **Governance**: Review each conflict of interest declared and maintain a central register of declarations received.

7. Management Strategies

According to ICAC Best Practice the following mitigation measures are to be considered and recorded against each conflict of interest disclosure by management and signed off on by Governance.

- **Recusal**: Exclude from discussion/decision-making.
- **Reassignment**: Allocate matter to another officer.
- **Independent Oversight**: An independent officer (Governance or Internal Audit) will review and confirm the appropriateness of actions taken to manage conflicts.
- **Public Disclosure**: For Council-related development, publish management approach on NSW Planning Portal.

8. Procurement Conflicts

For Procurement, a separate conflict process exists to ensure conflicts arising within procurement processes are adequately captured. All staff involved in procurement must declare any personal or financial interest in suppliers or contractors in the Procurement Conflict of Interest Form, including NIL interests.

If a conflict is identified, participation in a tender evaluation or contract management where the conflict exists should be prohibited.

For more information, please refer to the Procurement Policy.

9. Council Development Applications

Where Council is both applicant and consent authority, a separate Council-related Development Policy applies.

Major projects must be assessed by independent experts and published on the NSW Planning Portal with a Conflict Management Statement.

10. Other Employment (formerly Secondary Employment)

Staff must seek written approval for any secondary employment.

Approval will not be granted where the employment creates an actual, potential, or perceived conflict with Council duties.

Please review the Other Employment Policy for more details and complete the Other Employment Form if you have any employment other than Parkes Shire Council.

An Other Employment Register is maintained by Governance.

11. Annual Staff Appraisal Requirement

Managers must review conflict of interest declarations during annual staff appraisals.

Managers are responsible for:

- Checking if any new conflicts have arisen.
- Assisting staff to complete the online Conflict of Interest Declaration Form (including nil declarations).

12. Central Register

All declarations (including nil declarations) must be stored in a central Conflict of Interest Register within Council's Document Management system.

Governance team ensures accuracy and completeness of the register.

13. Breaches

Non-compliance may result in disciplinary action under the Code of Conduct and could constitute misconduct under the Local Government Act.

14. Responsibilities

Councillors & Staff: Identify and disclose conflicts.

Managers: Ensure conflicts are managed and documented, and reviewed annually during appraisals.

Governance Team: Maintain registers, provide advice, and monitor compliance. Review and confirm appropriateness of management actions for declared conflicts.

15. Review

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

16. Annexure A – Conflict of Interest Declaration Form

This form is used to disclose any actual, potential, or perceived conflicts of interest that may affect your ability to perform your duties impartially and in the best interests of the Council. This form must be completed at least once annually, including to report nil conflicts of interest.

Are you a Councillor or staff member?

Full name

Position/role

Manager

Director

Annual or ad hoc declaration

Do you have any interests that could influence your work or decisions?
(Examples: financial interests, family or close personal relationships, outside employment, gifts/benefits, memberships)

- ☐ Yes
- ☐ No

If Yes, please describe:

- What is the interest?
- Who is involved?
- How might it affect your council role?

How will you manage this conflict?
(e.g., not participating in decisions, declaring at meetings)

Declaration

- Signature & Date

Parkes Shire Council

Council Policy

Privacy Management Plan



Council Policy
Privacy Management Plan

Parkes Shire Council

CONTROLLED DOCUMENT INFORMATION

ECM Number	406683
Document Owner	Director Customer Corporate Services and Economy
Document Development Officer	Manager Customer and Information Services
Review Timeframe	Annual
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Further Document Information and Relationships	
Related Legislation*	• *State Records Act 1998* • *Government Information (Public Access) Act 2009* • *Privacy and Personal Information Protection Act 1998* • *Health Records and Information Privacy Act 2002* • *Privacy Code of Practice for Local Government Information (Public Access) Act 2009*
Related Policies	• Council Policy - Records and Information Management Framework • Council Policy - Government Information Public Access Policy (GIPA) • Council Policy - Privacy Management Plan • Council Policy - Cyber Security Policy and Framework • Council Policy - Code of conduct • Council Policy - Legislative Compliance Policy

	• Council Policy - Councillor Records Management Policy and Procedure • Council Policy - Councillor Access to Information and their Interaction with Staff Policy • Operational Policy – Corporate Records and Document Management Standards • Operational Policy – Business System design and standards (to be developed) • Operational Policy - Mandatory Notification Data Breach Operational Policy - Retention, Disposal and Physical Storage of Records (to be developed)
Related Documents	• Agency Information Guide • Information Asset Register • Information Management, Records and Privacy Strategic Plan • Procedure - GIPA (to be developed) • Procedure - Physical Document Storage (to be developed) • Procedure - Retention, Disposal and Destruction (to be developed) • Procedure - Data Privacy and Protection Standards (to be developed)
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.*	

Council Policy
Privacy Management Plan

Parkes Shire Council

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1. Purpose

The Privacy Management Plan is prepared in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act) which requires all Councils to prepare a Privacy Management Plan outlining their policies and practices to ensure compliance with the requirements of that Act and the *Health Records and Information Privacy Act 2002* (HRIP Act).

2. Commencement

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.

Government agencies are required to comply with the Information Protection Principles (IPPs) in the PIPP Act and the Health Privacy Principles in the HRIP Act. These regulate the collection, storage, use and disclosure of personal information held by government agencies.

Section 33 of the PPIP Act requires all Councils to prepare a Privacy Management Plan (the 'Plan') to deal with:

a) The devising of policies and practices to ensure compliance by the Council with the requirements of the PPIP Act;
b) The dissemination of those policies and practices to persons within the Council;
c) The procedures that the Council proposes for internal review of privacy complaints; and
d) Such other matters as are considered relevant by the Council in relation to privacy and the protection of personal information held by it.

Council will take reasonable steps to ensure that all such parties are made aware that they must comply with the privacy obligations, any other applicable Privacy Code of Practice (Privacy Code) and this Plan.

4. Definitions

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

Term	Definition
Council	means Parkes Shire Council.
Business Day	means a day that is not a Saturday, a Sunday, 27/28/29/30/31 December, nor a public holiday in Sydney.
General Manager	means the General Manager of Parkes Shire Council appointed under section 334 of the *Local Government Act 1993*.
Governing Body	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
Collection	(of personal information) the way in which the Council acquires personal or health information, which can include a written or online form, a verbal conversation, a voice recording, or a photograph.
Disclosure	(of personal information) occurs when the Council makes known to an individual or entity personal or health information not previously known to them.
Exemptions from compliance with Information Protection Principles (IPPs)	(general, specific and other exemptions) are provided both within the principles (and under Division 2 and Division 3 of Part 2 of the PPIP Act).
Health information	information or an opinion about a person's physical or mental health or disability, or a person's express wishes about the future provision of his or her health services or a health service provided or to be provided to a person; See the definition at S6 HRIP Act.
Personal information	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, including such things as an individual's fingerprints, retina prints, body samples, or genetic characteristics. Exclusions to the definition of personal information are contained in s4(3) of the PPIP Act and includes health information; (see the definition at s4 PPIP Act and s4(3) PPIP Act and s5 of the HRIP Act).
Privacy principles	the Information Protection Principles set out in Division 1 of Part 2 of the PPIP Act and Health Principles set out in Schedule 1 of the HRIP Act. The privacy principles set out the minimum standards for all NSW public sector agencies when handling personal and health information. Within these principles lawful exemptions are provided.

Public register	a register of personal information that is required by law to be, or is made, publicly available or open to public inspection, whether or not upon payment of a fee. **Note:** Clause 7 of the Privacy and Personal Information Protection Regulation 2019 outlines which public registers are exempt from the privacy requirements in Part 6 of the Privacy and Personal Information Protection Act 1998.public register exemptions are provided for in clause 7 of the Privacy and Personal Information Protection Regulation 2019.
Staff	any person working in a casual, temporary, or permanent capacity in the IPC, including consultants and contractors.

5. Policy Statement

Collecting personal information is an essential component for Council to be able to carry out its business activities. Any personal information collected is managed in accordance with our privacy obligations.

This Plan has been developed in accordance with the 12 Information Protection Principles (IPPs) outlined in the PPIP Act and the 15 Health Privacy Principles (HPPs) set out in the HRIP Act.

5.1. What is personal Information?

Personal information is defined in section 4 of the PPIP Act as any information or opinions about a person where that person's identity is apparent or can be reasonably ascertained. Personal information can include, but is not limited to, a person's name, address, information about a person's family life, information about a person's sexual preferences, financial information, and photos.

5.2. What is Health information?

Health information is a more specific type of personal information and is defined in section 6 of the HRIP Act. Health information can include, among other things, information about a person's physical or mental health such as a psychological report, a blood test or an Xray, or even information about a person's medical appointment.

5.3. What is not personal or health information?

Personal information does not include information about an individual that is contained in a publicly available publication. Personal information, once it is contained in a publicly available publication, ceases to be covered by the PPIP Act.

Where Council is requested to provide access or make a disclosure and that information has already been published, then Council will rely on the provisions of the relevant Act that authorises Council to release that information and not the PPIP Act (for example, Section 8 of the *Government Information (Public Access) Act 2009*).

Council considers the following to be examples of publicly available publications:

- an advertisement containing personal information in a local, city or national newspaper
- personal information on the internet
- books or magazines that are printed and distributed broadly to the public

- personal information that may be a part of a public display on view to the public

5.4 Personal and health Information Held By Council

Council collects and holds personal information about its customers, ratepayers and residents for a range of purposes, such as:

- Levying and collecting rates
- Providing services, such as library access
- Managing development applications and submissions
- Maintaining personal contact details
- Incident management
- Enforcing regulations and legislation
- Issuing approvals, consents, licenses and permits
- Administering Child Care services
- Handling enquiries and complaints
- Managing CCTV Footage
- During community consultations, surveys and your say

Council collects and holds medical information about its customers, ratepayers and residents for a range of purposes, such as:

- Immunisation records, allergy management plans and medical action plans collected through Child Care Services
- Environmental Health Data collected through inspections of food premises, public pools, or waste facilities that may relate to public health risks
- Public Health Notifications data collected during public health emergencies
- Health Information in Development Applications such acoustic or air quality assessments that may impact public health, or health-related objections submitted by residents.
- Information provided by individuals participating in health promotion programs, workshops, or wellbeing initiatives.
- Records of injuries or health-related incidents collected through services such as claims for compensation

Council holds personal and health information concerning employees, such as:

- Recruitment documentation
- Leave and payroll data
- Personal contact details
- Performance management information
- CCTV footage
- Complaints and disciplinary matters
- Secondary employment
- Pecuniary interest returns
- Wage and salary entitlements
- pre-employment medical assessments
- workers' compensation claims
- return-to-work plans
- Medical certificates and assessments
- Immunisation records

Council holds personal information concerning Councillors, such as:

- Personal contact details
- Complaints and disciplinary matters

- Pecuniary interest returns
- Entitlements to fees, expenses and facilities.

5.5 Applications for Suppression in Relation to General Information (Not Public Registers)

Under Section 739 of the *Local Government Act 1993* (LG Act), a person can make an application to suppress certain material that is available for public inspection (electoral rolls and Council Documents) not classified as public registers in circumstances where the material discloses or would disclose the person's place of living if the person considers that the disclosure would place the personal safety of the person or their family at risk.

5.6 Caution as to Unsolicited Information

Where an individual, a group or committee, not established by Council, gives Council unsolicited personal or health information, then that information should be treated in accordance with this Plan, the Privacy Code, the HRIP Act and the PPIP Ast for the purposes of IPPs 5-12 and HPPs 5-15 which relate to storage, access, use and disclosure of information.

Note that for the purposes of Section 10 of the HRIP Act, Council is not considered to have 'collected' health information if the receipt of the information by the Council is unsolicited. Section 4(5) of the PPIP Act also provides that personal information is not 'collected' by Council if it is unsolicited.

6. Implementation of the Privacy Management Plan

During induction, all Councillors, all Council staff and members of Council Committees will be made aware of the types of personal information collected by Council.

All staff are encouraged to contact the Information and Records Management team or the Privacy Officer if they are unsure about a privacy issue.

The plan is made accessible to all staff through the PSC Intranet and to the public via the Parkes Shire Council Website.

6.1 Training Seminars/Induction

Parkes Shire Council has developed the Staff Behaviours Guidelines and Standards to support employees in understanding their responsibilities regarding the use of Council information and resources. This document includes a summary of the general provisions of the PPIP Act) and the HRIP Act. New staff are introduced to this through both the Induction and Onboarding Training, which also reinforces these expectations and responsibilities.

In addition, each Director is responsible for ensuring their staff are informed about the requirements of the PPIP Act, the HRIP Act, this Privacy Management Plan, and their individual obligations under these frameworks.

7. Public Registers

Council is required by law to maintain a number of public registers and make them available for public inspection. Council must ensure that any access to personal information in a register is consistent with the purpose for which the register exists.

A public register is defined in Section 3 of the PPIP Act: "…public register means a register of personal information that is required by law to be, or is made, publicly available or open to public inspection (whether or not on payment of a fee)."

Part 6 of the PPIP Act requires agencies with responsibilities for public registers to:

a) satisfy themselves that personal or health information disclosed from a register is used for a purpose relating to the purpose of the register or the Act under which the public register is kept (section 57 of the PPIP Act), and
b) comply with requests to suppress personal or health information from the register, where the agency is satisfied that the safety and well-being of any person would be affected by not suppressing that information (section 58 of the PPIP Act).

Disclosure in relation to public registers must comply with Part 6 of the PPIP Act and the Privacy Code. Personal information cannot be accessed by a person about another person unless the personal information is contained in a public register. Where personal information is contained in a public register, then Part 6 of the PPIP Act applies to determine whether access to that information will be given to another person.

Disclosure in relation to all other personal information must comply with the IPPs as outlined in this Plan and the Privacy Code where it includes personal information that is not published.

The application of section 57 of the Privacy Code is modified to the extent that Council may allow any person to:

a) inspect a publicly available copy of a public register in council premises, and
b) copy a single entry or a page of the register without requiring the person to provide a reason for accessing the register and without determining that the proposed use of the register is consistent with the purpose of the register or the Act under which the register is kept.

The application of section 57 is modified to the extent that:

a) Council should not require any person to provide a reason for inspecting the council's pecuniary interest register or any register on which the council records returns of interests made by Councillors or designated persons under Part 4 of the Model Code of Conduct for Local Councils in NSW.
b) Council should not require the making of a statutory declaration as to the intended use of any information obtained from an inspection of the council's pecuniary interest register or any register on which the council records returns of interests made by Councillors or designated persons under Part 4 of the Model Code of Conduct for Local Councils in NSW.

Council must ensure that the provisions of section 6 of the *Government Information (Public Access) Act 2009* (GIPA Act) and sections 4.58 and 6.26 of the *Environmental Planning and Assessment Act 1979* (EPA Act) are complied with, where applicable.

The list of Council registers below specifies the main purpose of each of those registers***.

Term	Definition
Public Land Register	(Section 53 of the *Local Government Act 1993*). The purpose of this register is to identify all land vested in Council, or under its control. It includes a consideration of public accountability as to the land held by Council.
Records of Approvals	(Section 113 of the *Local Government Act 1993*). The primary purpose is to identify all approvals granted under the LGA
Pecuniary Interests	(Section 449 - 450A of the *Local Government Act 1993*). The purpose of this register is to determine whether a Councillor, a member of a council committee or a designated officer, has a pecuniary interest in any matter with which the Council is likely to be concerned. There is a corresponding public accountability purpose.
Rates & Charges Records	(Section 602 of the *Local Government Act 1993*). The purpose of this register is to record the value of a parcel of land and record rate liability in respect of that land and the owner or lessee of each parcel of land. The information that is held on the Rates & Charges record is: - property address - rate liability - property valuation - owner name/s Owner contact mailing information is not considered part of the Rates and Charges record. Owner contact mailing information will only be provided to adjoining property owners who apply in person at Council's Administration Centre.
Development Consent	(Section 100 of the *Environmental Planning and Assessment Act 1979*). The purpose of this register is to identify applications for development consent and other approvals, confirm determinations on appeal, and identify applications for complying development certificates.
Building Certificates	(Section 149G of the *Environmental Planning and Assessment Act 1979*). The purpose of this register is to identify all building certificates. Register information is available for inspection free of charge. However, copies of certificates are only available with owner's consent and the payment of the prescribed fee.
Public register of licences held	(Section 308 of the *Protection of the Environment Operations Act 1997*). The purpose of this register is to identify all licences granted under the Act.
Record of Impounding	(Sections 30 and 31 of the *Impounding Act 1993*). The purpose of this register is to record any impounding action by Council.

****Note – this is purely indicative. Council may, by virtue of its own practice, hold other Public Registers, to which the PPIP Act applies.*

6.1 Secondary purpose of all public registers

Given the emphasis on transparency and accountability in local government operations, a secondary purpose for councils maintaining public registers is to facilitate public access to this information.
Accordingly, a disclosure of specific records from public registers is generally permitted under Section 57 of the PPIP Act. However, requests involving access to, copying or the sale of the whole or a substantial part of a public register may not fall within this intended purpose. Council should be guided by the Privacy Code of Practice for Local Government in this respect.

Where Council officers have doubt as to the intended use of the information, an applicant may be requested to provide a statutory declaration so that Council may satisfy itself as to the intended use of the information.

6.2 Application for access to one's own records on a public register

A person wishing to have access to a public register to verify their own details is only required to prove their identity to Council before having access to their own personal information:

- **Email:** council@parkes.nsw.gov.au
- **Mail:** 2 Cecile Street, PARKES NSW 2870

6.3 Applications for suppression in relation to a public register

Applications for suppression of personal information contained in a public register will be managed under the provisions of PPIP Act, rather than under Section 739 of the Local Government Act 1993."

Under Section 58 of the PPIP Act, individuals may ask Council to remove or withhold their personal information from a public register. If Council believes that disclosing the information could affect a person's safety or well-being, it will suppress the information, unless the public interest in disclosure clearly outweighs the individual's privacy concerns.

In cases of uncertainty, Council will err on the side of suppression. Suppressed information may still be retained for internal Council functions but will not be publicly disclosed.

Applications must be submitted in writing to the General Manager, including reasons for the request:

- **Email:** council@parkes.nsw.gov.au
- **Mail:** 2 Cecile Street, PARKES NSW 2870

6.4 Other registers

Council may maintain registers that are not considered public registers. These are still subject to the IPPs, the PPIP Act, relevant codes, and this Plan.

6.5 Effect on section 6 of the GIPA Act

Section 57 of the PPIP Act prevails over clause 1(3) of Schedule 1 of the Government Information (Public Access) Regulation 2018 (GIPA Regulation) where inconsistency arise.

Therefore:

a) If a register is listed in Schedule 1 of the GIPA Regulation, access must only be granted in accordance with section 57(1) of the PPIP Act.
b) If a register is not listed in Schedule 1 of the GIPA Regulation, access may only be granted if:
    i. it complies with section 57(1) of the PPIP Act; and
    ii. there is no overriding public interest against disclosure of the information under section 6 of the GIPA Act.

Note: These provisions may be further modified by the Privacy Code of Practice for Local Government, which outlines specific requirements for certain public registers.

8. Mandatory Notification of Data Breach (MNDB) scheme

Council developed a Mandatory Notification Data Breach (MNDB) Policy in accordance with Part 6A of the PPIP Act, which establishes the NSW Mandatory Notification of Data Breach (MNDB) Scheme, effective from 28 November 2023.

Under this scheme, all NSW public sector agency bound by the PPIP Act must notify the Privacy Commissioner and affected individuals when an eligible data breach involving personal or health information occurs and is likely to result in serious harm.

To ensure timely and effective responses to data breaches, Council follows the below processes:

(i) Notification of a breach through Appenate.
(ii) Assessment and triage of breach reports.
(iii) Contain the breach so that no further information is compromised.
(iv) Notification to individuals / organisations affected by the breach, and the Privacy Commissioner.
(v) Review and post incident evaluation based on type and seriousness of the breach

The Policy is available to all staff through the All Council Policy and Procedure Dashboard or directly in ECM - Mandatory Notification Data Breach Policy.

9. Privacy Impact Assessment (PIA)

A Privacy Impact Assessment (PIA) is a structured process used to evaluate how a project may affect the privacy of individuals. It helps identify potential privacy risks and outlines strategies to manage, reduce, or eliminate those risks.

PIAs are a key part of privacy protection and are part of Councils risk management and planning processes. Conducting a PIA supports compliance with privacy legislation and helps ensure that privacy considerations are embedded in project design from the outset.

Benefits of undertaking a PIA include:

- Understanding how personal information will be collected, used, and shared

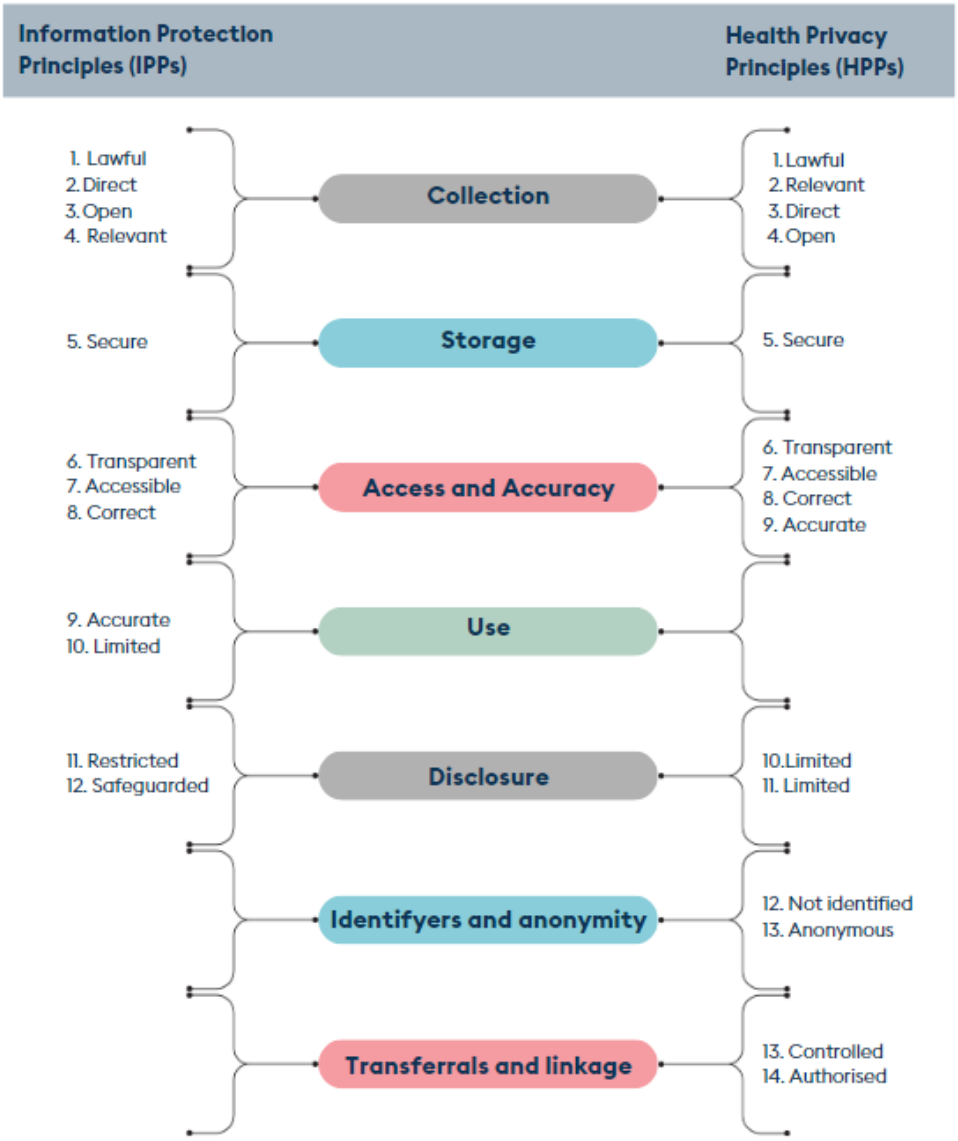
- Identifying and mitigating privacy risks early in the project lifecycle
- Enhancing transparency and community trust
- Supporting compliance with legislation
- Demonstrating a proactive approach to privacy management

PIAs are especially important for projects involving personal information and should be considered early in the planning phase. For high privacy risk projects, PIAs may be mandatory under legislation.

PIAs are used at Council when new processes or process changes are implemented, and personal information is involved. This is facilitated by the Manager of Customer and Information services alongside the Information and Records Management Team through the change management process.

For more information on the Change Management process, refer the Councils Change Management Policy. Privacy Principles and Health principles.

10. Privacy Principles and Health Principles



These are the legal obligations which Council must abide by when collecting, storing, using or disclosing personal and health information. Some exemptions do apply which are detailed in the Privacy Code.

The Privacy Code confirms that there is no intention to depart from these information privacy principles.

10.1 Collection

IPP 1 - 4 / HPP 1 - 4

Council will only collect personal and health information when:

- It is for a lawful purpose related to Council's official functions (as outlined in the LG Act).
- The information is necessary for that purpose.

What type of information is collected?
Examples of information collected by council include:

- Names, addresses, and contact details - collected to manage customer requests, property ownership records, issue rates and water notices, process payments, library services membership, surveys etc.
- Medical and emergency contact information - collected for children enrolled in Council-operated childcare and early education services.
- Employment history, qualifications, and health assessments – collected during recruitment and throughout an individual's career.
- Incident and injury reports - collected when health or safety issues occur on Council premises or during Council-run events.

How information is collected
Council may collect information:

- Verbally (e.g. in meetings, over the counter, by phone)
- Through forms completed by individuals
- Via correspondence, including emails and letters.

When Collecting Information, Council will Inform customers:

- That their information is being collected
- Why it's being collected and how it will be used
- Who may receive or access it
- Whether providing it is required by law or voluntary, and what may happen if they choose not to provide it
- Their right to access and correct your information
- Where their information will be stored
- Council's contact details

Collection Rules

- Information collected should be relevant, accurate, up-to-date, and not excessive
- Collection must not unreasonably intrude on your personal affairs
- Information should be collected directly from an individual, unless:
  - They've authorised someone else to provide it
  - They're under 16 and a parent or guardian provides it

Ensuring Information is Relevant, Not Excessive, and Not Unreasonable

- Information is only collected when it directly relates to a specific Council function or service. For example, medical details are collected only when required for childcare services and not for general administrative purposes.
- Council staff are trained to understand privacy obligations and are instructed to avoid collecting unnecessary or intrusive information during interactions with the public.
- All forms used to collect personal information are regularly reviewed and managed by the Information and Records Management team to ensure they request only essential details.
- When collecting information from third parties (e.g. referees, guardians, or other agencies), Council ensures the request is specific and proportionate to the purpose.

Special Circumstances

Information may be released to the public under Section 12 of the LG Act or the Freedom of Information Act 1982 (FOI Act).

Council may collect personal information indirectly if it is reasonably necessary for giving an award, prize, or similar recognition. This does not affect Council's commitment to lawful and respectful data collection.

Council continues to exchange personal information with Government Departments as part of its normal operations. For example, Council works with the NSW Department of Community Services (DOCS) for pre-employment screening under the Children and Young Persons (Care and Protection) Act 1998.

Privacy Protection Notice

A Privacy Protection Notice will be included on all forms where Council collects personal information. The Privacy Protection Notice may be updated at any time, in consultation with the Privacy Officer, and must remain compliant with IPPs 1 to 4.

Councils Privacy Protect Notices is available at Appendix A.

Third Parties and Contractors

While Council prefers to collect personal information directly from individuals, there are circumstances where information may be lawfully collected from third parties. Examples include:

- Parents or guardians provide personal and health information for children under 16 years of age.
- Emergency services or welfare agencies may supply relevant information during emergency situations to assist with welfare checks, crisis response, or public safety coordination.
- Previous employers or referees may provide employment history or performance details during recruitment processes.
- Government departments and regulatory bodies may share information for compliance, investigations, or service coordination.
- Legal representatives or insurers can supply information related to claims, disputes, or legal proceedings involving Council services or assets.
- Complainants may submit personal information about other individuals when lodging complaints, objections, or feedback related to Council decisions or activities.

Any private contractors or consultants engaged by Council who collect personal information must:

- Agree not to collect information unlawfully
- Comply with Council's privacy obligations, including during debt recovery actions carried out by commercial agents

10.2 Storage

IPP 5 / HPP 5

Council must store personal and health information securely, retain it only as long as necessary, and dispose of it appropriately. Security safeguards are in place to protect information from unauthorised access, use, modification, or disclosure.

How information is stored
Council will store all personal and health information:

- in accordance with relevant policies and supporting procedures
- within official council systems designed for secure and compliance information management

Information will not be forwarded to or stored on personal drives or devices.

Storage Rules
Council will maintain appropriate security and retention policies and procedures to ensure that:

- Information is used only for lawful purposes and kept no longer than necessary
- Information is disposed of securely
- Information is protected against loss, unauthorised access, use, modification, disclosure, and other misuse, as is reasonable in the circumstances
- If information is released to a person or organisation providing a service to Council, reasonable steps are taken to prevent unauthorised use or disclosure

Safeguards for Security and Disposal of Information
Council takes reasonable steps to protect personal and health information from misuse, loss, unauthorised access, modification, or disclosure.

Examples of safeguards include:

- Staff access to personal information is restricted based on role and operational need, using system permissions.
- Personal information is stored in Council systems that include audit trails and regular security updates.
- Paper records containing personal information are stored in locked cabinets or secure areas with restricted access.
- Council staff receive training on privacy obligations, data handling procedures, and how to identify and report potential breaches.
- Contractors and consultants must comply with Council's privacy standards, including secure handling of personal information during service delivery.
- Paper documents containing personal information are securely destroyed when no longer required.

These safeguards are designed to uphold the integrity and confidentiality of personal information throughout its lifecycle.

Supporting Policies
Council has implemented several policies to support the protection of personal and health information. All Council employees and contractors must comply with:

- Cyber Security Framework
- Records Management Frame
- Agency Information Guide
- Code of Conduct

10.3 Access, Accuracy and Use

IPP 6 - 9 / HPP 6 - 9

Council will ensure individuals are informed about the personal and health information held about them, including what information is stored, why it is being used and their rights to access it without unreasonable delay or cost

Rights to Update and Correct Information
Individuals have the right to request updates, corrections, deletions, additions, or amendments to their personal information. This ensures that the information:

- is accurate and relevant
- is used only for its directly related purpose
- is up-to-date, complete, and not misleading

Requests to amend personal information must be made by the individual to whom the information relates.

- Requests should include supporting evidence to demonstrate the accuracy of the proposed amendment
- Council may request further documentation to verify the amendment

Council Policy, Procedures and Guidelines
Council is committed to maintaining personal information that is current, accurate, and complete. Reasonable steps are taken to verify the relevance and correctness of information before use. Examples of how this is achieved include:

- Where possible, staff should confirm details with individuals during service interactions.
- Council uses electronic customer request forms that prompt individuals to provide complete and current information.
- Information may be verified against official records (e.g. property databases, government registers, or previous Council records) before use.
- Individuals are encouraged to request corrections or updates to their personal information.

These practices help maintain the integrity of Council's records and ensure that decisions and services are based on reliable information.

How to Make a Request
Requests to access or amend personal information can be submitted in writing to the General Manager:

- **Email:** council@parkes.nsw.gov.au
- **Mail:** 2 Cecile Street, PARKES NSW 2870

10.4 Use and Disclosure

IPP 10 - 12 / HPP 10 - 11

Council will only use or disclose personal and health information:

- With the individual's consent
- For the purpose it was originally collected
- Where the use is directly related to the original purpose and the individual is unlikely to object
- To prevent or lessen a serious or imminent threat to any person's health or safety

Sensitive personal information (such as details about ethnic or racial origin, political opinions, religious or philosophical beliefs, sexual activities, or trade union membership: will not be disclosed without consent, unless necessary to address a serious and imminent threat to health or safety.

In limited circumstances, Council may disclose health information to organisations located outside New South Wales where it is necessary to carry out Council's lawful functions. This includes:

- Referrals to Commonwealth Government agencies (e.g. Medicare or Services Australia)
- Engagement with interstate health or regulatory bodies for compliance or reporting purposes
- Use of cloud-based service providers that store data securely in other Australian states or territories

Any such disclosure will comply with relevant privacy legislation and Council's obligations to protect personal and health information.

Exceptions under the Privacy Code of Practice
The Privacy Code of Practice for Local Government allows Council to depart from certain privacy principles in specific circumstances.

Council may use personal information for a different purpose than originally collected (IPP 10) if:

- It is reasonably necessary for Council's lawful and proper functions
- It is used to confer an award, prize, benefit, or similar recognition

Council will not depart from IPP 11 and IPP 12 except in the following cases:

- Disclosure to public sector agencies or utility providers, where:
  - A written request is received
  - The use is for the lawful functions of the requesting body
  - The information is reasonably necessary for those functions
  - Disclosure for the purpose of conferring an award, prize, benefit, or similar recognition
  - Verification of employment details (e.g. position held, duration of employment) to potential employers, provided the individual has given consent for a reference to be provided

Note: Council will not provide an opinion regarding an individual's suitability for a specific role with a potential employer unless the individual has given explicit consent for Council to supply a reference.

Council Policy, Procedures and Guidelines
Council will take reasonable steps to ensure personal information is accurate, relevant, up-to-date, complete, and not misleading before use, in line with Council's Code of Conduct and approved procedures.

Council will not use personal information for a different purpose unless:

- the individual has given consent
- the new purpose is directly related to the original purpose
- it is necessary to prevent or lessen a serious and imminent threat to life or health

Routine operational use of personal information (such as internal discussions with solicitors or administrative staff) does not require individual consent.

Council will take care not to disclose personal information that:

- relates to sensitive matters (e.g. ethnicity, religion, health, sexual activities) unless required to prevent serious or imminent threats
- is requested by parties outside NSW unless
  - a relevant privacy law applies in that jurisdiction, or
  - disclosure is permitted under a privacy code of practice

10.5 Identifiers, Anonymity, Transferrals and Linkage

HPP 12 - 15

Council does not currently assign its own unique identifiers to individuals or health information.

If Council was to introduce its own identifier system in the future, it will only occur where essential for the effective delivery of services or the performance of Council's functions, and in compliance with HPP 12.

Council will also:

- Provide individuals the option to access services anonymously, where lawful and practicable
- Only transfer personal or health information outside New South Wales if the conditions outlined in Health Privacy Principle 14 are met, ensuring appropriate safeguards are in place
- Not participate in health record linkage systems involving multiple organisations unless the individual has provided clear and informed consent, in accordance with HPP 15

Council does not currently use or participate in any health records linkage systems as defined under the HRIP Act. However, Council does report medical and serious incidents involving children in its early childhood education and care services through the National Quality Agenda IT System. This secure online platform, administered by ACECQA, is used to meet Councils regulatory reporting obligations.

11. Privacy Officer

The privacy officers within Parkes Shire Council are the Director Customer, Corporate Services and Economy and the Manager of Customer and Information Services, who are responsible for overseeing privacy-related matters across the organisation.

In addition to this, the Information and Records Management team is trained to assist the privacy officers and provide guidance and support to staff regarding the appropriate handling of personal and health information, in line with the PPIP Act and the HRIP Act.

11.1 Responsibilities of the Privacy Officer

To ensure compliance with PPIP Act and the HRIP Act, the Privacy Officers will consult on contracts and agreements with consultants and other contractors, rates notices, application forms of whatsoever nature, and other written requests by which personal information is collected by Council.

The Privacy Officer will also provide opinions within Council as to:

- Whether the personal or heath information is collected for a lawful purpose.
- If that lawful purpose is directly related to a function of Council; and
- Whether or not the collection of that personal or heath information is reasonably necessary for the specified purpose.

12. Review of conduct

If an individual has requested access to information and has been refused, is dissatisfied with Council's response, disagrees with Council's decision not to amend their personal information, or believes Council has breached its privacy obligations, they have the right to request an Internal Review under the relevant privacy legislation.

An Internal Review application may be submitted at any time. However, if more than six months have passed since the applicant became aware of the alleged conduct, the Privacy Contact Officer will determine whether to accept the late application. All information related to the review will be treated as confidential, in accordance with Council's Code of Conduct.

A privacy complaint may come under:

a) the PPIP Act, section 53, if it relates to personal information and the Information Protection Principles (IPPs); or
b) the HRIP Act, section 21, if it relates to health information and the Health Privacy Principles (HPPs).

12.1 Internal Review

An internal review must be submitted in writing and can be requested by:

a) Filling out the Internal Review Application Form
b) Emailing Council at council@parkes.nsw.gov.au
c) A letter addressed to:
   The General Manager,
   Parkes Shire Council,
   PO Box 337,
   PARKES NSW 2870

12.2 Internal review Process

When an informal review request is received, the following steps will be undertaken to ensure a fair, transparent, and timely review in accordance with relevant privacy legislation:

- A reviewing officer will be appointed to manage the internal review process.
- A formal letter will be sent to the complainant acknowledging receipt of the internal review request.
- A copy of the request will be forwarded to the Privacy Commissioner. The Commissioner will be kept informed of the review's progress and its outcome.
- The review will be completed as soon as reasonably practicable, and no later than 60 days from the date the application for review is received and accepted.
- A draft version of the review report will be submitted to the Privacy Commissioner for comment. This allows the Commissioner to decide whether to make a formal submission, as permitted under section 54(2) of the PPIP Act. At a minimum, the agency must provide the Commissioner with the review findings and the proposed actions, in accordance with section 54(1)(c) of the PPIP Act.

12.3 Internal review Finalisation

Following completion of the review, Council will do one or more of the following:

a) take no further action on the matter;
b) make a formal apology to the applicant;
c) take appropriate remedial action;
d) provide undertakings that the conduct will not occur again;
e) implement administrative measures to ensure that the conduct will not occur again.

As soon as practicable within 14 days of the completion of the review, Council will notify the applicant in writing of:

a) the findings and the reasons for those findings.
b) any proposed action to be taken.
c) the right of the applicant to have those findings and the Council's proposed action, reviewed by the Administrative Appeals Tribunal.

An internal review checklist has been prepared by the Office of the Privacy Commissioner NSW and can be accessed from its website https://www.ipc.nsw.gov.au/checklist-privacy-internal-review-agencies.

12.4 Formal Reviews

Where an individual is unhappy with the outcome of the internal review, a complaint can be made to the Privacy Commissioner. Details and information can be found on their website Information Privacy Commission (IPC).

If the complainant remains dissatisfied with the outcome, they may lodge an appeal with the NSW Civil and Administrative Tribunal (NCAT). The Tribunal will consider the matter afresh, has the authority to make its own determination, and may issue a range of orders, including awarding damages for breaches of an IPP or a HPP.

13. Offences under the PPIP Act and the HRIP Act

The PPIP Act and the HRIP Act set out specific offences for the corrupt or improper misuse of personal and health information.

Under Part 8 of both Acts, offences may apply to public sector officials and other individuals for conduct such as:

- Corrupt disclosure or use of personal or health information by public sector officials, where the disclosure or use is intentional and outside the scope of lawful official duties.
- Offering to supply unlawfully disclosed information, including situations where a person knowingly or recklessly presents themselves as able to provide personal or health information obtained through corrupt means.

Council officers found to be in breach of these provisions may be subject to disciplinary action under Council's Code of Conduct or may be required to undertake targeted privacy training to address the misconduct.

14. Contact details

Parkes Shire Council
Email: Council@parkes.nsw.gov.au
Phone: (02) 6861 2333
Address: 2 Cecile Street, Parkes NSW 2870
Post: PO 337, Parkes NSW 2870

Information Privacy Commission (IPC)
Email: ipcinfo@ipc.nsw.gov.au
Phone: 1800 472 679
Address: Level 15, McKell Building, 2-24 Rawson Place, Haymarket NSW 2000
Post: GPO Box 7011, Sydney NSW 2001

NSW Civil and Administrative Tribunal (NCAT)
Contact Us | NSW Online Registry
Phone: 1300 006 228
Address: Level 9 John Maddison Tower, 86-90 Goulburn Street Sydney (no public counter)
Post: PO Box K1026, Haymarket NSW 1240

15. Review

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

16. Appendix A – Privacy Collection Notices

General Notice:

Parkes Shire Council collects personal information to for the purpose of recording and processing requests. This collection is directly related to our functions under the *Privacy and Personal Information Protection Act 1998 (NSW).*
Providing this information is voluntary. If you choose not to provide it, we may not be able to process your request.
Your information will be stored securely and may be accessed by relevant Council staff. It will not be disclosed to third parties unless authorised by law or necessary to facilitate Council undertaking its functions under the local government Act.
You have the right to access and correct your personal information. For more details, please refer to our Privacy Statement and Privacy Management Plan and Privacy Statement Parkes Shire Council.

Communications or feedback

Surveys or submissions collecting personal information
Parkes Shire Council is collecting your personal information to understand community views on local services or consultation on a project. This information is collected under the Privacy and Personal Information Protection Act 1998 (NSW) and providing your information is voluntary, but without it, we may not be able to consider your submission. Your data will be stored securely and may be shared with consultants assisting Council. You have the right to access and correct your personal information. For more details, see our Privacy Management Plan.
If you choose to provide a written submission, please note that your comments may be published in full or in summary. Personal identifiers (e.g. name, address) will be redacted unless you consent to publication
Consent
By submitting, you acknowledge you've read the Privacy Statement and understand your submission may be published in Council's Business Papers and on its website.
Please select one:
☐ I consent to my submission being published with my name.
☐ I prefer my submission to be published anonymously.
☐ I do not consent to publication of my submission.

Survey and submissions not collecting private information
Parkes Shire Council is collecting your feedback through this survey to inform public decision-making and service improvements. While the survey does not ask for personal information, any details you voluntarily include in the comments box may be published in council reports or other public documents.
By submitting this form, you agree that any information you provide, including personal information, may be used for reporting purposes and may be publicly disclosed unless you request otherwise.
If you do not wish for your personal information to be published, please avoid including it in your comments or contact Council directly.

Public Exhibitions
The lodging of a submission/comment/objection with Council is voluntary. If you do not choose to lodge a submission/comment/objection, your views may not be taken into account by Council in relation to the matter in which you are interested.
Please note that information collected by Council in relation to development applications and associated documents, including public submissions relating to development

applications, is open access information that can be obtained by members of the public under the Government Information (Public Access) Act 2009.
All other information collected by Council can be accessed by you or other members of the public in accordance with the Government Information (Public Access) Act 2009 and Council's Privacy Management Plan.
Consent
By completing a submission, you acknowledge you have read and understand the privacy statement, and that your submission received by Council from you containing personal information may be made public when the matter goes before Council for consideration, as it may be included in Council's Business Papers and stored on the website.

Human Resources

General Recruitment
Parkes Shire Council is collecting your personal information as part of the recruitment process. The information is collected under the Privacy and Personal Information Protection Act 1998 (NSW) and the Health Records and Information Privacy Act 2002 (NSW).
Some of the information is required by law, if you choose not to provide it Council may be unable to proceed with your application. The information you provide will be used to assess your suitability for employment and may be shared with relevant staff involved in the recruitment process. Your information will be stored securely in our corporate recruitment software system and will not be disclosed except as permitted by law or, where notice has been given or consent has been obtained.
You have a right to access and correct your personal information held by Council. Requests can be made by contacting Council via our email address Council@parkes.nsw.gov.au.
For more information on how Council collects and uses personal information please see our website Council Policy – Privacy Management Plan

Onboarding forms
Parkes Shire Council is collecting your personal information as part of your employment onboarding process. The information will be used to administer your employment, including payroll, HR records, workplace health and safety and compliance with legal obligations.
Your information may be shared internally with authorised employees and externally with service providers where necessary for employment purposes. It will not be disclosed to other parties unless required to by law or, where notice has been given or consent has been obtained.
Providing this information is required to establish your employment. If you choose not to provide it Council may be unable to proceed with onboarding or full employment obligations.
You have a right to access and correct your personal information held by Council, you can view and edit your personal information in My HR and Pay in TechOne. Requests can also be made by contacting Councils Privacy Officer or HR department.
Your information will be securely stored by Council in its electronic document records management system.
Use of Personal Phone Numbers for GPS Alert Administration
Council may use your personal phone numbers to administer operational alerts via our GPS system. This may include notifications about vehicle movements and safety.
Only Council's authorised staff and system providers will have access to this information. Providing your phone number is required for Council to deliver its fleet management functions.

14.4 SCHEDULE OF ORDINARY COUNCIL MEETINGS, WORKSHOPS AND COMMUNITY ENGAGEMENT SESSIONS FOR 2026

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

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

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

Author: **Toni Lennane, Executive and Councillor Support Coordinator**

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

Annexures: **Nil**

RECOMMENDATION

That Council:

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

BACKGROUND

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

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

ISSUES AND COMMENTARY

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

Ordinary Meetings Schedule

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

Table 1: Schedule of Ordinary Council Meetings

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

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

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

Community Engagement Meetings

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

Councillor Workshops

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

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

Advisory Committees

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

LEGISLATIVE AND POLICY CONTEXT

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

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

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

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

COMMUNITY CONSULTATION

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

14.5 DRAFT PARKES CBD VIBRANCY STRATEGY 2026

IP&R Linkage: **Pillar:** Economy

Goal: Our Shire is an attractive destination to live, work, visit and invest.

Strategy: Support local agriculture, tourism, and retail sectors by promoting diversification, value-adding and capacity building.

Author: **Hamish Ritchie, Economic Development Specialist**

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

Annexures: **A. Draft CBD Vibrancy Strategy 2026 (under separate cover)** ⇨

RECOMMENDATION

That Council:

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

BACKGROUND

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

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

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

ISSUES AND COMMENTARY

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

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

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

LEGISLATIVE AND POLICY CONTEXT

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

COMMUNITY CONSULTATION

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

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

14.6 ADOPTION OF INTERNAL COMMITTEE DELEGATES

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

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

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

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

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

Annexures: **A. Committee Framework Annexure A: Internal Committee Details ⇩**

RECOMMENDATION

That Council:

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

BACKGROUND

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

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

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

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

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

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

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

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

ISSUES AND COMMENTARY

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

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

LEGISLATIVE AND POLICY CONTEXT

Local Government Act 1993, Section 355

Model code of meeting practice for local councils in NSW

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

COMMUNITY CONSULTATION

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

Committee Framework – Annexure A: Internal Committee Details

This Annexure provides details about the current Council committees. See also the Council Policy - Committee Framework.

Statutory Committees (last adopted 17 December 2024 [OCM 386-24]) *Statutory committees are prescribed by NSW legislation, and their functions are prescribed by guidelines or frameworks.*						
Committee	**Legislation & Guidelines**	**Committee Composition**	**Members**	**Administrator**	**Sponsor**	**Meeting Dates**
Audit, Risk and Improvement Committee Terms of Reference: 1904317	Local Government Act 1993, Section 428A OLG: Risk Management and Internal Audit Framework	**Representatives include:** One (1) Councillor Non-Voting Delegate	**Councillor Delegates:** Cr Marg Applebee *(Deputy Mayor)* Cr Joy Paddison *(Alternate)*	Manager Governance, Risk and Corporate Performance	Director Customer, Corporate Services & Economy	Meeting dates are scheduled bi-monthly 25 February 2026 29 April 2026 29 July 2026 August 2026 (TBC) 23 September 2026 25 November 2026
		Independent Members: One (1) Independent Prequalified Chair Two (2) Independent Voting Members	**Independent Members:** Stephen Horne *(Chair)* Tony Harb *(Independent Member)* Dr Meredith Caelli *(Independent Member)*			
		Council Representatives: General Manager, Director Infrastructure Sustainability Director Operations Chief Financial Officer Executive Manager Finance	**Council Representatives:** Kent Boyd *(General Manager)* Andrew Francis *(Director Infrastructure Sustainability)* Logan Hignett *(Director Operations)* Jaco Barnard *(Chief Financial Officer)* Luke Nash *(Executive Manager Finance)*			

Notes: Council's one (1) Councillor Non-Voting Delegate is appointed for the duration of the Council term, not on an annual basis.

Committee Framework – Annexure A: Internal Committee Details

Statutory Committees (last adopted 17 December 2024 [OCM 386-24]) *Statutory committees are prescribed by NSW legislation, and their functions are prescribed by guidelines or frameworks.*						
Committee	**Legislation & Guidelines**	**Committee Composition**	**Members**	**Administrator**	**Sponsor**	**Meeting Dates**
General Manager Performance Review Panel	Local Government Act 1993, Section 23A Section E (2), (refer page 14) OLG Guidelines for the Appointment and Oversight of General Managers	**Representatives include:** Mayor Deputy Mayor One (1) Councillor selected by General Manager One (1) Councillor appointed by Council	**Councillor Delegates:** Cr Neil Westcott *(Mayor)* Cr Marg Applebee *(Deputy Mayor)* Cr Louise O'Leary *(nominated by General Manager)* Cr Bill Jayet	Manager People, Safety and Culture	Mayor	Meeting dates are scheduled yearly June 2026

Note: The Panel comprises three (3) Councillors, but Guidelines provide: *"Performance review panels should comprise the Mayor, the Deputy Mayor, another Councillor nominated by Council and a Councillor nominated by the General Manager."*

Committee Framework – Annexure A: Internal Committee Details

Statutory Committees (last adopted 17 December 2024 [OCM 386-24]) *Statutory committees are prescribed by NSW legislation, and their functions are prescribed by guidelines or frameworks.*						
Committee	**Legislation & Guidelines**	**Committee Composition**	**Members**	**Administrator**	**Sponsor**	**Meeting Dates**
Local Traffic Forum *The Local Traffic Forum is an advisory body only, having no decision-making powers.* *It is, primarily, a technical review committee that is required to advise the Council on traffic related matters referred to it by Council*	Road Transport Act 2013 Transport's Authorisation and Delegation to Councils | Transport for NSW	**Representatives include:** Two (2) Councillors	**Councillor Delegates:** Cr Ken McGrath Cr George Pratt *(Alternate)*	Business Support Team	Director Operations	Meeting dates are scheduled quarterly 4 February 2026 6 May 2026 5 August 2026 4 November 2026
		Independent Members: Traffic & Highway Patrol Command Transport for NSW Local State Member of Parliament or their nominee	**Independent Members:** Sgt Mitchell Gage *(Traffic & Highway Patrol Command)* Jason Nicholson *(TfNSW)* Chris McQuie *(Nominee)*			
		Council Representatives: Senior Design Engineer Road Safety & Injury Prevention Officer	**Council Representatives:** Ben Coultas *(Senior Design Engineer)* Melanie Suitor *(Road Safety & Injury Prevention Officer)*			

Committee Framework – Annexure A: Internal Committee Details

Section 355 Committees (last adopted 17 December 2024 [OCM 386-24]) *Under Section 355 of the Local Government Act 1993, Council can delegate certain functions to committees to provide these on behalf of Council.*						
Committee	**Delegated Function**	**Committee Composition**	**Members**	**Administrator**	**Sponsor**	**Meeting Dates**
Parkes Sports Council	Hire and use of sports fields and facilities, the selection of the Ron Harrison Bursary Award, management of the Sports Life Member Honour Board, the selection of the Parkes Shire Sports Awards recipients, the management of the Legends of Sport honour roll and the management and selection of projects under the Northparkes/Parkes Shire Council Sports Grants scheme.	**Representatives include:** Two (2) Councillors	**Councillor Delegates:** Cr Louise O'Leary Cr Doug Pout Cr Matthew Scherer *(Alternate)*	Director Customer, Corporate Services and Economy	Director Operations	Meeting dates are scheduled monthly February 2026 March 2026 April 2026 May 2026 June 2026 August 2026 September 2026 October 2026 November 2026 December 2026
		One (1) delegate from each of the sporting groups that use the sports fields and facilities.				

Committee Framework – Annexure A: Internal Committee Details

Strategic Advisory Committees (last adopted 17 December 2024 [OCM 386-24]) *Advisory Committees engage with community representatives to seek advice and provide guidance on the development and implementation of Council's strategic plans, priorities and programs.*							
Committee	**Objective**	**Strategic Oversight**	**Committee Composition**	**Members**	**Administrator**	**Sponsor**	**Meeting Dates**
Airport Development Advisory Committee	Provide advice and guidance on the development of strategies, and identification of challenges and opportunities, in relation to Parkes Regional Airport, whilst enhancing and investing in the precinct with capital improvements and business opportunities	Parkes Regional Airport Master Plan	**Representatives include:** Five (5) Councillors Mayor (ex officio)	**Councillor Delegates:** Cr Marg Applebee *(Deputy Mayor)* Cr Bill Jayet Cr Joy Paddison Cr Doug Pout Cr Glenn Wilson	Business Support Team	Director Operations	Meetings scheduled on an as needed basis
			Council Representatives: Director Operations Manager Facilities Property Officer	**Council Representatives:** Sharon Ross (Manager Facilities) Tania Iffland (Property Officer) *(Alternate)* Logan Hignett *(Director Operations) (Alternate)*			

Committee Framework – Annexure A: Internal Committee Details

Strategic Advisory Committees (last adopted 17 December 2024 [OCM 386-24]) *Advisory Committees engage with community representatives to seek advice and provide guidance on the development and implementation of Council's strategic plans, priorities and programs.*							
Committee	**Objective**	**Strategic Oversight**	**Committee Composition**	**Members**	**Administrator**	**Sponsor**	**Meeting Dates**
Community, Access and Liveability Advisory Committee Terms of Reference: 1705626	Provide advice and guidance on the implementation of Council's Disability Inclusion Action Plan, Cultural Services and activities, development of strategies, and identification of challenges and opportunities, in relation to urban planning, heritage, safety, affordable housing and healthy and connected urban systems within the Parkes Shire.	Disability Inclusion Action Plan Housing Strategy Middleton Master Plan Parkes Western Entry Plan Actions Liveability Strategy Actions	**Councillor Delegates:** Five (5) Councillors Mayor (ex officio)	**Councillor Delegates:** Cr Marg Applebee *(Deputy Mayor)* Cr George Pratt Cr Louise O'Leary Cr Bill Jayet Cr Doug Pout	Business Support Officer	Director Planning and Community Services	Meeting dates are scheduled quarterly. March 2026 June 2026 September 2026 December 2026
			Community Representatives: Three (3) community representatives	**Community Representatives** Jeff Evans Jessica Macdonald Lyn McLeod			
			CCC Representatives: One (1) representative from each Village CCC.				
			Council Representatives: Director Planning & Community Services Cultural, Education & Library Services Manager	**Council Representatives:** Annalise Teale *(Director Planning & Community Services)* Kerryn Jones (*Cultural, Education & Library Services Manager) (Alternate)*			

Community Consultative Committee (CCC) Villages: Alectown, Bogan Gate, Cookamidgera, Peak Hill, Trundle and Tullamore

Committee Framework – Annexure A: Internal Committee Details

Strategic Advisory Committees (last adopted 17 December 2024 [OCM 386-24]) *Advisory Committees engage with community representatives to seek advice and provide guidance on the development and implementation of Council's strategic plans, priorities and programs.*							
Committee	**Objective**	**Strategic Oversight**	**Composition**	**Members**	**Administrator**	**Sponsor**	**Meeting Dates**
Community Assistance Program Evaluation Panel	Assess Community Financial Assistance Grants against eligibility criteria.	Nil.	**Councillor Delegates:** Three (3) Councillors Mayor (ex officio)	**Councillor Delegates:** Cr Bill Jayet Cr Doug Pout Cr Ken Mcgrath Cr Marg Applebee *(Deputy Mayor) (Alternate)*	Manager Governance, Risk and Corporate Performance	Director Customer, Corporate Services and Economy	Meeting dates are scheduled twice a year March 2026 August 2026
			Council Representatives Director Customer, Corporate Services & Economy Manager Governance, Risk and Corporate Performance	**Council Representatives** Anthony McGrath *(Director Customer, Corporate Services & Economy)* Veronica Shaw *(Manager Governance, Risk and Corporate Performance)*			

Committee Framework – Annexure A: Internal Committee Details

Strategic Advisory Committees (last adopted 17 December 2024 [OCM 386-24]) *Advisory Committees engage with community representatives to seek advice and provide guidance on the development and implementation of Council's strategic plans, priorities and programs.*							
Committee	**Objective**	**Strategic Oversight**	**Committee Composition**	**Members**	**Administrator**	**Sponsor**	**Meeting Dates**
Economy, Destination and Events Advisory Committee Terms of Reference: 2056316	Provide advice and guidance on the development of strategies, and identification of challenges and opportunities, in relation to tourism development, destination marketing, economic activation, industry development, high-value investment and major events including the Parkes Elvis Festival	Economic Development Strategy *(scheduled for review)* CBD Vibrancy Strategy Destination Management Plan Major Events and Festivals Strategy *(in development)* Henry Parkes Centre Masterplan *(Scheduled for review)* Parkes Shire Signage and Wayfinding Strategy *(in development).*	**Councillor Delegates:** Four (4) Councillors Mayor (ex officio) **Community Representatives** At least three (3) community representatives or as many as required **Council Representatives:** Economic Development Specialist	**Councillor Delegates:** Cr Bill Jayet Cr Glenn Wilson Cr Doug Pout Cr Marg Applebee *(Deputy Mayor)* Cr Joy Paddison *(Alternate)* **Community Representatives** *Andrew Hall* *Andrew Rice* *Greg Nash* *Kelly Hendry* *Kristy Berry* *Marty Sammut-Paul* *Peter Giles* *Steve Lindsay* *Tracie Robertson* *Treen Swift* **Council Representatives:** Hamish Ritchie *(Economic Development Specialist)*	Economic Development Specialist or Tourism and Visitor Services Coordinator	Director Customer, Corporate Services and Economy	Meeting dates are scheduled quarterly February 2026 May 2026 August 2026 November 2026 Dates to be confirmed

Notes: *Term concludes at the date of the next ordinary elections, unless terminated earlier in accordance with these Terms of Reference*

Committee Framework – Annexure A: Internal Committee Details

Strategic Advisory Committees (last adopted 17 December 2024 [OCM 386-24]) *Advisory Committees engage with community representatives to seek advice and provide guidance on the development and implementation of Council's strategic plans, priorities and programs.*							
Committee	**Objective**	**Strategic Oversight**	**Committee Composition**	**Members**	**Administrator**	**Sponsor**	**Meeting Dates**
Floodplain Management Committee	Provide advice and guidance on the development and implementation of floodplain risk management studies relating to the Parkes Shire.	Flood Management Strategy	**Councillor Delegates:** Three (3) Councillors Mayor (ex officio)	**Councillor Delegates:** Cr Marg Applebee *(Deputy Mayor)* Cr George Pratt Cr Glenn Wilson Cr Matthew Scherer *(Alternate)*	Business Support Officer	Director Infrastructure Sustainability	Meeting dates are scheduled quarterly 12 February 2026 May 2026 August 2026 November 2026
			Community Representatives Three (3) community representatives	**Community Representatives** Clive Hawken James Buchanan Peter Kelly			
			Representatives from relevant NSW Government agencies				

Notes: *No EOI required can determine Community Representatives through verbal communications.*

Committee Framework – Annexure A: Internal Committee Details

Strategic Advisory Committees (last adopted 17 December 2024 [OCM 386-24]) *Advisory Committees engage with community representatives to seek advice and provide guidance on the development and implementation of Council's strategic plans, priorities and programs.*							
Committee	**Objective**	**Strategic Oversight**	**Committee Composition**	**Members**	**Administrator**	**Sponsor**	**Meeting Dates**
Parkes Shire Arts Advisory Committee Terms of Reference: 1340920	Provide advice and guidance on the development of strategies, and identification or challenges and opportunities, in relation to the arts, and serve as a forum for communication between Council and local arts stakeholders	Nil.	**Councillor Delegates:** Three (3) Councillors Mayor (ex officio)	**Councillor Delegates:** Cr Bill Jayet Cr Doug Pout Cr Joy Paddison Cr Louise O'Leary *(Alternate)*	Business Support Officer	Director Planning and Community Services	Meeting dates are scheduled quarterly May 2026 August 2026 November 2026
			Community Representatives Three (3) community representatives	**Community Representatives** Margot Jolly Duncan Clement Elly Tom Janelle Faunt Kerry Peden Lisa Ramsey Rhonda Redenbach Irene Ridgeway Ronda Sharpe			
			Council Representatives: Director Planning & Community Services Cultural, Education & Library Services Manager	**Council Representatives:** Annalise Teale *(Director Planning & Community Services)* Kerryn Jones (*Cultural, Education & Library Services Manager) (Alternate)*			
			Representatives from relevant arts sector stakeholders				

Committee Framework – Annexure A: Internal Committee Details

Strategic Advisory Committees (last adopted 17 December 2024 [OCM 386-24]) *Advisory Committees engage with community representatives to seek advice and provide guidance on the development and implementation of Council's strategic plans, priorities and programs.*							
Committee	**Objective**	**Strategic Oversight**	**Composition**	**Councillor Delegates**	**Administrator**	**Sponsor**	**Meeting Dates**
Plant Procurement Committee	Provide advice and guidance on Council's plant replacement program.	Nil.	**Councillor Delegates:** Three (3) Councillors Mayor (ex officio) **Council Representatives** Fleet and Depot Manager Director Operations Executive Manager Operations	**Councillor Delegates:** Cr Ken McGrath Cr George Pratt Cr Glenn Wilson Cr Matthew Scherer *(Alternate)* **Council Representatives** Michael O'Shannessy *(Fleet and Depot Manager)* Logan Hignett *(Director Operations)* Executive Manager Operations *(Marisa Malherbe)*	Business Support Coordinator	Director Operations	Meetings are scheduled as and when required. Meetings are held when plant items are over 250k

Committee Framework – Annexure A: Internal Committee Details

Strategic Advisory Committees (last adopted 17 December 2024 [OCM 386-24]) *Advisory Committees engage with community representatives to seek advice and provide guidance on the development and implementation of Council's strategic plans, priorities and programs.*							
Committee	**Objective**	**Strategic Oversight**	**Composition**	**Councillor Delegates**	**Administrator**	**Sponsor**	**Meeting Dates**
Road and Place Naming Advisory Committee	Provide advice and guidance on Road naming and Place naming process.	Nil.	Five (5) Councillors Mayor (ex officio)	Cr Bill Jayet Cr Ken McGrath Cr Louise O'Leary Cr Joy Paddison Cr Doug Pout Cr George Pratt *(Alternate)*	Business Support Coordinator	Director Operations	Meetings held as and when required
			Director Operations Executive Manager Operations	Director Operations (*Logan Hignett)* Executive Manager Operations *(Marisa Malherbe)*			

Committee Framework – Annexure A: Internal Committee Details

Strategic Advisory Committees (last adopted 17 December 2024 [OCM 386-24]) *Advisory Committees engage with community representatives to seek advice and provide guidance on the development and implementation of Council's strategic plans, priorities and programs.*							
Committee	**Objective**	**Strategic Oversight**	**Committee Composition**	**Members**	**Administrator**	**Sponsor**	**Meeting Dates**
Rural Roads Advisory Committee	Provide a forum for discussion on proposed programs in relation to whether they satisfactorily address the needs of the Parkes Shire on a priority basis utilising available funds. The Group would be briefed on the Transport Asset Management Plan, funding sources and availability, and the way programs are developed and prioritised.	Parkes Shire Council Transport Asset Management Plan *(Draft)* 2025-26 Strategic Asset Management Plan 2025-26 Operaional Plan and Budget	**Councillor Delegates:** Four (3) Councillors Mayor (ex officio) **Community Representatives** Ten (10) Community Representatives	**Councillor Delegates:** Cr Louise O'Leary Cr Glenn Wilson Cr Ken McGrath Cr George Pratt *(Alternate)* **Community Representatives** Gary Langley Graeme Hunter Peter Kelly Garry Parker Ron Umbers Robert Mortimer Andrew Field Gavin Tom Andrew Rawsthorne Owen Miller	Business Support Coordinator	Director Operations	Meeting dates are scheduled quarterly. Dates to be confirmed March 2026 June 2026 October 2026

Committee Framework – Annexure A: Internal Committee Details

Strategic Advisory Committees (last adopted 17 December 2024 [OCM 386-24]) *Advisory Committees engage with community representatives to seek advice and provide guidance on the development and implementation of Council's strategic plans, priorities and programs.*							
Committee	**Objective**	**Strategic Oversight**	**Committee Composition**	**Members**	**Administrator**	**Sponsor**	**Meeting Dates**
Sport and Recreation Advisory Committee Terms of Reference: 1705651	Provide advice and guidance on the development of strategies, and identification of challenges and opportunities, in relation to upcoming major sporting projects, sporting and recreation facilities, including pools, and the prioritisation and implementation of sporting projects and programs in the Parkes Shire.	Sporting Facility & Precinct Masterplan 2025-26 Strategic Asset Management Plan 2025-26 Operational Plan & Budget Use of Shire Pools Open Space Strategy *(in draft)*	**Councillor Delegates:** Three (3) Councillors Mayor (ex officio) **Sports Council Representatives** Two (2) Parkes Sports Council representatives **Community Representative** One (1) community representative	**Councillor Delegates:** Cr Bill Jayet Cr Louise O'Leary Cr Doug Pout *Cr Matthew Scherer (Alternate)* **Sports Council Representatives** Al Gersbach Luke Nash **Community Representative** Peter Bristol	Business Support Coordinator	Director Operations	Meeting dates are scheduled quarterly February 2026 April 2026 July 2026 October 2026 Quarterly dates to be confirmed

Notes: *Term concludes 31 December 2024 [res.408-22]*

Committee Framework – Annexure A: Internal Committee Details

Strategic Advisory Committees (last adopted 17 December 2024 [OCM 386-24]) *Advisory Committees engage with community representatives to seek advice and provide guidance on the development and implementation of Council's strategic plans, priorities and programs.*							
Committee	**Objective**	**Strategic Oversight**	**Committee Composition**	**Members**	**Administrator**	**Sponsor**	**Meeting Dates**
Waste Advisory Committee Terms of Reference: 2065853	Provide advice and guidance on the development of strategies, and identification of challenges and opportunities, in relation to high-value investment in infrastructure to ensure a smart and sustainable Shire, including the operation of the Shire's landfills and other waste issues.	Parkes Shire Waste Strategy Net Zero Strategy Circular Economy Strategy	**Councillor Delegates:** Five (4) Councillors Mayor (ex officio)	**Councillor Delegates:** Cr Marg Applebee Cr Louise O'Leary Cr George Pratt Cr Glenn Wilson Cr Doug Pout *(Alternate)*	Waste Officer Business Support Officer *(Alternate)*	Director Infrastructure and Sustainability	Meetings held as and when required
			Council Representatives: Manager Environment and Sustainability Director Infrastructure and Sustainability Waste Officer	**Council Representatives:** Manager Environment and Sustainability *(Michael Chambers)* Director Infrastructure and Sustainability *(Andrew Francis)* Waste Officer *(Sharyn Ware) (Alternate)*			

Committee Framework – Annexure A: Internal Committee Details

Strategic Advisory Committees (last adopted 17 December 2024 [OCM 386-24]) *Advisory Committees engage with community representatives to seek advice and provide guidance on the development and implementation of Council's strategic plans, priorities and programs.*							
Committee	**Objective**	**Strategic Oversight**	**Committee Composition**	**Committee**	**Administrator**	**Sponsor**	**Meeting Dates**
Wiradjuri Elders Advisory Committee - Parkes	Provide advice and guidance on the development of strategies, and identification of challenges and opportunities, in relation to Aboriginal and Torres Strait Islander issues	Nil	**Councillor Delegates:** Three (3) Councillors Mayor (ex officio) **Representatives of Parkes** Aboriginal Project Officer (to be appointed)	**Councillor Delegates:** Cr Bill Jayet Cr Louise O'Leary Cr Doug Pout Cr Marg Applebee *(Alternate)*	Cultural, Education and Library Services Manager	Director Planning and Community Services	Meetings held as and when required March 2026

Committee Framework – Annexure A: Internal Committee Details

Strategic Advisory Committees (last adopted 17 December 2024 [OCM 386-24]) *Advisory Committees engage with community representatives to seek advice and provide guidance on the development and implementation of Council's strategic plans, priorities and programs.*							
Committee	**Objective**	**Strategic Oversight**	**Committee Composition**	**Members**	**Administrator**	**Sponsor**	**Meeting Dates**
Wiradjuri Elders Advisory Committee – Peak Hill	Provide advice and guidance on the development of strategies, and identification of challenges and opportunities, in relation to Aboriginal and Torres Strait Islander issues	Nil	**Councillor Delegates:** Three (3) Councillors Mayor (ex officio) **Representatives of Peak Hill** Aboriginal Project Officer (to be appointed)	**Councillor Delegates:** Cr Bill Jayet Cr Louise O'Leary Cr Doug Pout Cr Marg Applebee *(Alternate)*	Cultural, Education and Library Services Manager	Director Planning and Community Services	Meetings held as and when required

Committee Framework – Annexure A: Internal Committee Details

Strategic Advisory Committees (last adopted 17 December 2024 [OCM 386-24]) *Advisory Committees engage with community representatives to seek advice and provide guidance on the development and implementation of Council's strategic plans, priorities and programs.*							
Committee	**Objective**	**Strategic Oversight**	**Committee Composition**	**Members**	**Administrator**	**Sponsor**	**Meeting Dates**
Youth Advisory Committee	Provide advice and guidance on the development of strategies, and identification of challenges and opportunities, in relation to issues of concern to young people living and working in the Parkes Shire	Youth Engagement Strategy *(to be developed)*	**Councillor Delegates:**	**Councillor Delegates:** Cr Louise O'Leary Cr Doug Pout Cr Marg Applebee *(Deputy Mayor) (Alternate)*	Business Support Officer	Director Planning and Community Services	Youth Engagement Strategy to be developed by June 2024. Dates to be supplied on development of Committee and Scope This Committee is on hold until further notice.
			Community Stakeholders Six (6) community stakeholders aged 12-24 years.				
			One (1) representative from each school's student body)				
			Council Representatives: Director Planning & Community Services Cultural, Education & Library Services Manager	**Council Representatives:** Annalise Teale *(Director Planning & Community Services)* Kerryn Jones (*Cultural, Education & Library Services Manager) (Alternate)*			

14.7 REQUEST TO USE COOKAMIDGERA TOWN IMPROVEMENT RESERVE TO REIMBURSE ELECTRICITY COSTS AT THE COOKAMIDGERA HALL

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

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

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

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

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

Annexures: **Nil**

RECOMMENDATION

That Council:

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

BACKGROUND

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

ISSUES AND COMMENTARY

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

LEGISLATIVE AND POLICY CONTEXT

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

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

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

COMMUNITY CONSULTATION

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

14.8 REQUEST TO USE BOGAN GATE TOWN IMPROVEMENT RESERVE TO SUPPORT A GRANT FOR A TOILET BLOCK IN BURRAWANG PARK

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

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

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

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

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

Annexures: **A. Email from Bogan Gate Community Memorial Hall Committee.** ⇩

RECOMMENDATION

That Council:

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

BACKGROUND

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

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

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

ISSUES AND COMMENTARY

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

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

LEGISLATIVE AND POLICY CONTEXT

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

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

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

COMMUNITY CONSULTATION

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

From: "Ron Umbers" [redacted]
Sent: Tue, 9 Dec 2025 07:47:38 +1100
To: "Maggi Barnard" <Maggi.Barnard@parkes.nsw.gov.au>; "Shelley Nutley" <bogangatehall@gmail.com>; "Anthony McGrath" <anthony.mcgrath@parkes.nsw.gov.au>
Subject: Burrawang Park toilet TI funds

Good morning Maggi,

The Bogan Gate CCC meeting last night (8/12/2025) voted to approve PSC applying for Club Grant funding to establish a toilet in Burrawang Park and to use Bogan Gate Town Improvement funds for 50% of estimated cost of the project, as required in the Club Grant guidelines.
The only concern expressed regarding the use of TI funds was that Memorial Hall insurance paid from TI and minor costs such as lawnmower fuel etc still be available from TI account.

Ron Umbers.
Chairperson Bogan Gate Community Memorial Hall and CCC.

14.9 COUNCIL SERVICE PROVISION - CHRISTMAS NEW YEAR CLOSURES 2025-2026

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

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

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

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

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

Annexures: **A. Christmas - New Year Closures and Operating Arrangements 2025 - 2026** ⇩

RECOMMENDATION

That Council:

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

BACKGROUND

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

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

ISSUES AND COMMENTARY

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

Further details of the shutdown period are as follows:

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

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

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

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

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

LEGISLATIVE AND POLICY CONTEXT

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

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

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

COMMUNITY CONSULTATION

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



CUSTOMER SERVICE CENTRE

Closed from 5.00pm Friday 19 December 2025. Resuming standard operating hours from Monday 5 January 2026.

For assistance and emergencies during the Christmas-New Year period, contact Council's After-Hours Call Centre on (02) 6861 2333.

Please note that any routine enquiries and service requests will be actioned upon resumption of standard operating hours in the New Year.

CENTRAL WEST FAMILY DAY CARE

Closes from 12.00pm Tuesday 23 December 2025.

Resuming standard operating hours from Tuesday 3 January 2023

BANGALA-LA PRESCHOOL

Closes from Friday 19th December, with commencement of Term 1 on Monday 2nd February 2026.

PARKES VISITOR INFORMATION CENTRE & HENRY PARKES CENTRE

Closed Thursday 25 December 2025 (Christmas Day) and Thursday 1 January 2026 (New Years Day).

PARKES SHIRE LIBRARIES

- **Parkes Library:** Closed from 5.30pm Friday 19 December 2025. Resuming standard operating hours from Monday 5 January 2026.
- **Peak Hill Library:** Closed from 2.00pm Thursday 18 December 2025. Resuming standard operating hours from Tuesday 6 January 2026.
- **Trundle and Tullamore Libraries:** 24-hour library service available throughout the Christmas-New Year period.

PARKES AQUATIC CENTRE & VILLAGE PUBLIC SWIMMING POOLS

Closed Thursday 25 December 2025 (Christmas Day) and Friday 26 December 2025 (Boxing Day).

WASTE DISPOSAL FACILITIES

- **Parkes Waste Facility:** Closed Thursday 25 December 2025 (Christmas Day), Friday 26 December 2025 (Boxing Day) and Thursday 1 January 2026 (New Year's Day).
- **Peak Hill Transfer Station:** Closed Thursday 25 December 2025 (Christmas Day) and Thursday 1 January 2026 (New Year's Day).

DOMESTIC WASTE AND RECYCLING COLLECTION

No changes to collection dates, but please ensure bins are put out the night before your scheduled collection to avoid missing an early morning collection.

- In Parkes, Peak Hill and Trundle it will be RED and GREEN bin collection at Christmas.
- In Bogan Gate and Tullamore it will be YELLOW and GREEN bin collection at Christmas.

The Mayor, Councillors and Staff of Parkes Shire Council wish everyone a safe and festive Christmas and a Happy New Year!

Parkes Shire Council | 2 Cecile Street (PO Box 337) | T 02 6861 2333 | council@parkes.nsw.gov.au

15 REPORTS OF THE DIRECTOR INFRASTRUCTURE AND SUSTAINABILITY

15.1 MAJOR PROJECTS AND CURRENT WORKS - INFRASTRUCTURE AND SUSTAINABILITY - DECEMBER 2025

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

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

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

Author: **Kristine Thacker, Business Support Officer**

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

Annexures: **A. Infrastructure Sustainability - Major Projects Current Works - November** ⇩

RECOMMENDATION

That Council:

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

BACKGROUND

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

ISSUES AND COMMENTARY

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

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

LEGISLATIVE AND POLICY CONTEXT

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

FINANCIAL IMPLICATIONS

Projects have been allocated funding either from grants or Council funds as provided in the 2025/2026 Operational Budget.

RISK IMPLICATIONS

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

COMMUNITY CONSULTATION

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

CONCLUSION

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

Infrastructure & Sustainability
Major Projects & Current Works – November 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	$8,537.73	$1,090,742	$380,718	**$14,870,593***
Akuna Road Pump Station	$2,469,087	$6,232.69	$472,000	$217,686	To be confirmed
New Eugowra Road Pump Station	$2,501,333	$2,305.04	$566,488	$122,848	To be confirmed
Akuna Road Pump Station Solar System	$1,010,000	$0	$52,254	$40,184	To be confirmed

Project Status (RAG - Report):

Critical (Red) / At Risk (Amber) / On Track (Green)					
Budget	Resources	Schedule	Risks	Scope	Benefits

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:

- Akuna Road Pump Station
- New Eugowra Road Pump Station
- Akuna Road Pump Station Solar System

Task Completed

- Concept designs completed.
- Preliminary environmental assessments completed.
- No NWG funding is now required for the RRP project.
- Gap analysis completed on the GHD Detail Designs to be able to progress the project.
- Action Plan developed to uplift the current Detail Design to IFT / IFC.
- DGP Water has been engaged to uplift the current designs to IFT / IFC.
- Roadmaps have been refreshed for the Environmental & Planning Approvals and Access / Construction Easement Acquisitions.
- Capital Intensity process completed, including a Level 3 budget estimate review, Minimum Via Capital Cost (MVCC) process, and CAPEX planning.
- Project Control Group meeting with Stakeholders held in August 2025.
- Complete Minor Works Review of Environmental Factors (MW REFs) based on updated designs and funding arrangements.
- Complete Activity 7 Milestone actions.
- Design for pump station completed
- Request for Tender for the Akuna Road and New Eugowra Road Pump Stations has been submitted on Tenderlink
- Design for the Akuna road solar and Akuna road & New Eugowra Road pump station high voltage (HV) complete. However, Essential Energy approval still pending for HV.
- Request for Tender for the Akuna Road solar has been submitted on Tenderlink

  Project Control Group (PCG) meeting with Stakeholders held in 30th Oct, 2026 and next is planned for Dec 2026.

Infrastructure & Sustainability
Major Projects & Current Works – November 2025

Tasks forecast to be completed (next steps: 1-3 months)
• Evaluation of tender submissions be completed by 25/11/25 • Milestone Activity 8 to be completed 28/11/25 • Submission of Milestone Activity 8 to be completed by 19/12/2025 • Tender documents to be online (Tenderlink) planned before 21st Nov, 2026 for HV construction • Procurement of voltage regulator for New Eugowra Road pump station.
Progress Photos
Nil photos

Infrastructure & Sustainability
Major Projects & Current Works – November 2025

Safe & Secure - Water Security Project

Due Date	Approved Budget	Expenditure this month	Total Expenditure to date	Outstanding Commitments	Estimated total when works complete
15/12/2027	$39,170,000	$11,826.31	$2,664,809	$233,984	$61,266,245*
Eugowra Road Pump Station Pipeline	-	$11,826.31	$2,100,809	$228,141	To be confirmed
Akuna Road Pump Station Pipeline	-	$0	$564,000	$5,843	To be confirmed

Project Status (RAG - Report):	Critical (Red) / At Risk (Amber) / On Track (Green)					
	Scope	Budget	Schedule	Resources	Risks	Benefits

Project Details

The Project Implementation Phase of Parkes Shire Council's, Parkes Water Security Program is progressing with the support of the SSWP426 Funding.

The scope of works includes:

- 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.

Task Completed

- Survey has been completed from the LRP to the RWSL.
- Progressing an Early Contractor Involvement (ECI) / Request for Information (RFI) process to better understand market status.
- Letters sent to Landowners providing project update.
- Specific communication with residents and landowners to address any specific enquiries and interests.
- Responses to NWG RFIs have been completed.
- Gap analysis completed on the GHD Detail Designs to be able to progress the project.
- Action Plan developed to uplift the current Detail Design to IFT / IFC.
- Roadmaps have been refreshed for the Environmental & Planning Approvals and Access / Construction Easement Acquisitions.
- Capital Intensity completed, including a Level 3 budget estimate review, Minimum Via Capital Cost (MVCC) process, and CAPEX planning.
- Request for Quotes to further the design to Issue for Tender (IFT) out to market. End date by 15th Nov, 2026

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

- Review of deed, milestones and key dates
- Design resource to be finalised
- Work on procurement of material to be undertaken simultaneously with the design. This is for the pipeline between Eugowra Rd Pump Station to Akuna Rd Pump Station and Akuna Rd Pump Station to water treatment plant (WTP).
- Critical review of the budget to be done before the procurement of material.

Progress Photos

Nil

Infrastructure & Sustainability
Major Projects & Current Works – November 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	$16,532	$77,281.21	$17,561.91	$1,887,476

Project Status (RAG - Report):	Critical (Red) / At Risk (Amber) / On Track (Green)					
	Scope	Budget	Schedule	Resources	Risks	Benefits

Project Details

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. 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.

Key deliverables:

- Construction and installation of two double-story bird-hides
- Construction and installation of an aquatic boardwalk incorporating two large viewing platforms.
- Habitat creation including revegetation and nesting box installation
- Design and installation of interpretive signage around the wetlands
- Commissioning and installation of sculptural artwork.

Tasks Completed

- Place tubestock order for 2025
- Engage consultant to design aquatic boardwalk (concept design)
- Release RFQ for project management (specifically for boardwalk and birdhides construction)
- Project Manager engaged
- Stakes and guards ordered for 2025 / 2026 revegetation activities
- Contractor engaged for 2025 revegetation activities
- Preliminary works for 2025 revegetation works undertaken
- Contractor engaged for nest box supply and installation
- Quote sought for hollow augmentation activities
- Quote sought and received for 2025 revegetation activities
- Risk Assessment Workshop for boardwalk
- 2025 revegetation works commenced
- Place tubestock order for 2026
- Finalise survey and drawing of boardwalk/birdhide footprint for tender docs
- Finalise concept designs of boardwalk/birdhide for tender docs
- Develop and release RFI for public artwork
- Develop and release tender documentation for design / fabrication / installation of bird hides
- Develop and release tender documentation for design / fabrication / installation of aquatic boardwalk
- Nest box installation

Tasks forecast to be completed

- Assess RFT submissions for boardwalk and bird hides
- Council Report re boardwalk and bird hides RFT recommendation
- Award boardwalk and bird hides design / fabrication / installation contract/s
- Assess public artwork EOI submissions
- Award public artwork commissions

Infrastructure & Sustainability
Major Projects & Current Works – November 2025

Progress Photos
Nil

15.2 ADOPTION OF TRUNDLE FLOOD MITIGATION FEASIBILITY STUDY

IP&R Linkage: **Pillar:** Environment

Goal: Our built environment is functional, sustainable and meets the needs of our growing community.

Strategy: Improve our existing stormwater management systems with measures to reduce the impact of intense rainfall events.

Author: **Kylie Trueber, Projects and Emergency Management Officer**

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

Annexures: **A. Final Report - Trundle Flood Study Mitigation Feasibility Study (under separate cover)** ⇨

RECOMMENDATION

That Council:

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

BACKGROUND

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

• Measure 5: Provide improved flood access to Trundle Hospital (Trundle Multi-Purpose Health Service) and Bogan Gate by raising and lowering sections of selected roads.

• Measure 6: Raise floor levels of eighteen (18) residential buildings from flooding in the 1% Annual Exceedance Probability (AEP) event.

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

ISSUES AND COMMENTARY

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

LEGISLATIVE AND POLICY CONTEXT

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

COMMUNITY CONSULTATION

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

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

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

15.3 GARAGE SALE TRAIL 2025

IP&R Linkage: **Pillar:** Environment
Goal: Our community reduces, reuses and recycles waste
Strategy: Promote recycling, reusing and waste reduction.

Author: **Sharyn Ware, Waste Management Coordinator**

Authoriser: **Michael Chambers, Manager Environment and Sustainability**

Annexures: **Nil**

RECOMMENDATION

That:

1. The information be noted.

BACKGROUND

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

ISSUES AND COMMENTARY

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

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

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

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

LEGISLATIVE AND POLICY CONTEXT

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

FINANCIAL IMPLICATIONS

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

Nil

COMMUNITY CONSULTATION

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

16 REPORTS OF THE DIRECTOR OPERATIONS

16.1 MAJOR PROJECTS AND CURRENT WORKS - OPERATIONS - DECEMBER 2025

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

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

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

Author: **Kristine Thacker, Business Support Officer**

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

Annexures: **A. Operations - Major Projects & Current Works - November 2025** ⇩

RECOMMENDATION

That Council:

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

BACKGROUND

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

ISSUES AND COMMENTARY

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

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

LEGISLATIVE AND POLICY CONTEXT

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

FINANCIAL IMPLICATIONS

Projects have been allocated funding either from grants or Council funds as provided in the 2025/2026 Operational Budget.

RISK IMPLICATIONS

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

COMMUNITY CONSULTATION

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

CONCLUSION

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

Operations
Major Project & Current Works – November 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	$15,157	$1,022,326	$2,398	$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

- Surface works around the large culvert have now been completed to allow preloading to occur, which will help reduce the risk of future settlement in the road pavement.
- A support letter to the Local Member has been drafted regarding the revocation of National Park land for the Peak Hill–Baldry Road Safety Upgrade to assist with the assessment of our submission. Design drawings were provided to illustrate the proposed road alignment and the extent of encroachment through the switchback area, assisting ongoing discussions with National Parks.

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

- Council is awaiting feedback from the funding body on the proposed variation to construct a bridge at the switchback. This variation is critical to achieving an 80 km/h compliant road corridor and improving overall road safety.
- Construction of Baldry Stage 2 has been delayed due to revisions within the Capital Works Program. Works are now expected to commence early in 2026, subject to operational priorities. However, because the land acquisition remains unresolved, Council will only progress construction up to the National Park boundary.
- Engagement with National Parks is ongoing regarding the land acquisition required to support the switchback realignment.

Progress Photos

Operations
Major Project & Current Works – November 2025





Operations
Major Project & Current Works – November 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	$128,308	$514,769	$2,302,785	$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 1420m 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)

- 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 design
- Commencement of Bridge construction
- Removal of trees and vegetation in accordance with REF

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

- Finalisation of land acquisition
- Completion of bridge foundations
- Plank manufacture
- Construction of piers
- Completion of Abutments

Progress Photos



Operations
Major Project & Current Works – November 2025







Operations
Major Project & Current Works – November 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	$323,977	$1,509,368	$2,338,141	$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

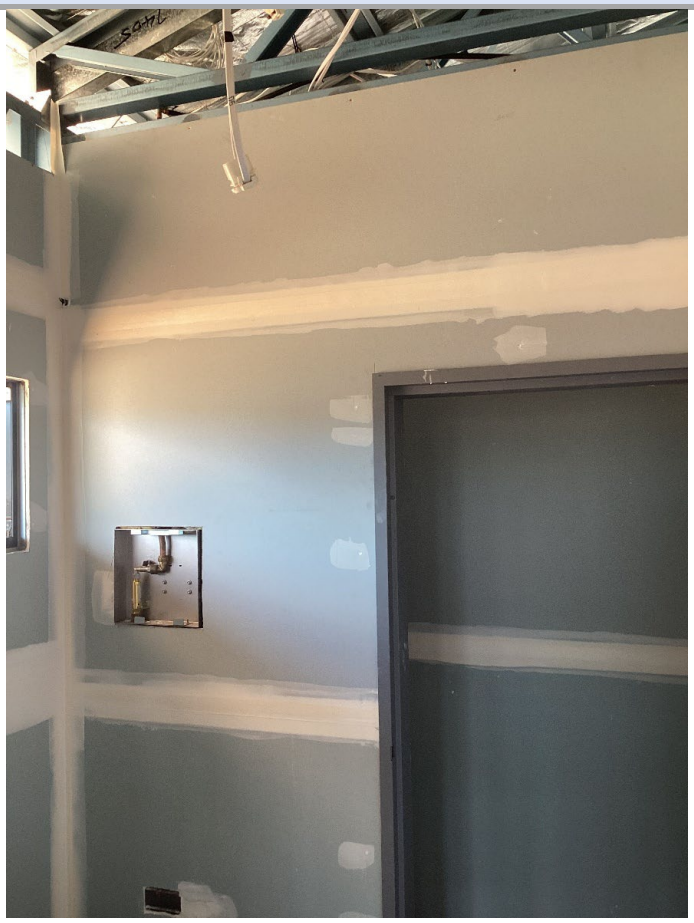
Task Completed

- On site installation of structural steel and lightweight frames

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

- Off site fabrication of main switchboard
- Off site fabrication of windows and doors
- Roofing and cladding

Progress Photos



Operations
Major Project & Current Works – November 2025



Operations
Major Project & Current Works – November 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)	$169,717	$1,660,046	$78,847	$1,744,759

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 components:

Detention Basin Construction – "Croaker Basin":

- Construction of a new detention basin designed to capture and temporarily store stormwater runoff from the surrounding catchment.
- Integration of the basin with surrounding drainage systems to improve stormwater management capacity.

Surface Drainage Works:

- Construction of surface flow paths to intercept and direct overland flow into Croaker Basin.
- Works will extend to the entry points of North Parkes Oval and Pioneer Oval.
- Reprofiling and reshaping of the access road to Spicer Oval to support redirection of overland flow toward the basin.

These combined works aim to reduce flooding risk, improve public safety, and increase the resilience of Parkes CBD to future storm events.

Task Completed

- Service relocation in the intersections completed
- Hydroseeding at the basin
- Drainage surface works at Croaker basin
- Side road construction between Spicer and Pioneer Ovals
- Side road construction between Spicer and Pioneer Ovals
- Seal the access track after reshaping
- Intersections at Victoria and Clarinda works completed

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

- Fencing to be finalised

Operations
Major Project & Current Works – November 2025

Progress Photos





Operations
Major Project & Current Works – November 2025

Victoria & Clarinda Street Intersection Upgrade

Due Date	Approved Budget	Expenditure this month	Total Expenditure to date	Outstanding Commitments	Estimated total when works complete
31/12/25	$939,485 (Funded through R4R) $325,515 (funded through FAGS)	$106,141	$338,543	$78,847	$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)

- Profiling of the road surface has been completed, and the subgrade has been stabilised.
- All kerb works have been finalised, with concrete infill completed in mid-December.
- Driveway levels were modified to ensure stormwater overland flow remains within the road corridor, preventing flooding of private properties.
- Road surface works at the Victoria and Clarinda Street intersection were completed, including lowering the road crown to contain stormwater within the roadway.
- Asphalt was laid through the intersection
- Verge shaping was completed to ensure overland stormwater flows remain within the road corridor, reducing impacts on nearby private properties

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

- Double coat seal was applied to the Victoria Street east at the end of December, prior to reopening the road on the 12th of December
- Linemarking to be completed
- Concrete medians to be installed

Operations
Major Project & Current Works – November 2025

Progress Photos





Operations
Major Project & Current Works – November 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	$46,847	$472,099	$2,786,676	$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)

- Casting of all required retaining wall components
- Issue SWC to planning for approval

Tasks Forecast To Be Completed (Next Steps: 1-3 Months)

- Refine draft construction program
- Contractor establishment and approval of management plans
- Bulk earthworks and tree removal
- Commence sewer pipe line works
- Commence retaining wall foundations and footings

Operations
Major Project & Current Works – November 2025

Progress Photos





Operations
Major Project & Current Works – November 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	$598,468	$3,790,986	$99,780	$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 12km has been completed
- Seal of approximately 4km has been completed
- Completion of two of the three culvert/causeway completed
- 3 cell culvert and causeway build
- Causeway to be built over 3 cell culverts
- Seal the approaches to the bridge
- Re-sheeting on remainder 4km
- Table drain surface works
- Install an additional culvert to drain a trapped low point

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

- This project is now complete.

Progress Photos



Operations
Major Project & Current Works – November 2025



16.2 FIRE RESPONSE RESTORATION (KADINA ROAD, ALECTOWN) - COMMUNITY REQUEST

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

Goal: Our community is safe, active and healthy.

Strategy: Provide and support effective regulatory, compliance and enforcement services.

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

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

Annexures: **Nil**

RECOMMENDATION

That:

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

BACKGROUND

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

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

ISSUES AND COMMENTARY

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

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

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

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

LEGISLATIVE AND POLICY CONTEXT

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

FINANCIAL IMPLICATIONS

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

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

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

RISK IMPLICATIONS

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

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

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

COMMUNITY CONSULTATION

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

16.3 2024 COMMUNITY ASSETS GRANT PROGRAM - FLOOD REPAIR - BUSHMAN'S DAM RESTORATION

IP&R Linkage: **Pillar:** Environment

Goal: Our built environment is functional, sustainable and meets the needs of our growing community.

Strategy: Improve our existing stormwater management systems with measures to reduce the impact of intense rainfall events.

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

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

Annexures: **A. Bushman Dam - Concept Design** ⇩

RECOMMENDATION

That Council:

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

BACKGROUND

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

ISSUES AND COMMENTARY

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

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

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

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

Key considerations include:

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

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

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

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

LEGISLATIVE AND POLICY CONTEXT

The project must comply with:

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

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

FINANCIAL IMPLICATIONS

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

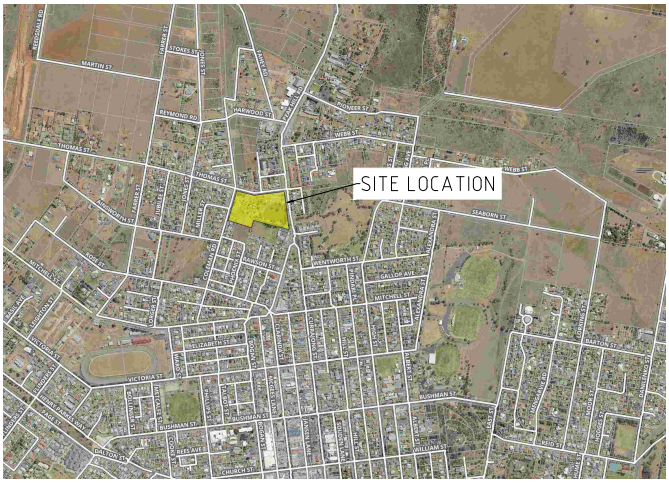
RISK IMPLICATIONS

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

COMMUNITY CONSULTATION

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

BUSHMAN DAM EXPANSION CONCEPT



LOCALITY PLAN
NOT TO SCALE

MANAGER APPROVAL	DIRECTOR APPROVAL
APPROVED BY:	APPROVED BY: .....
SIGNED:	SIGNED: .....
APPROVAL DATE:	APPROVAL DATE: .....

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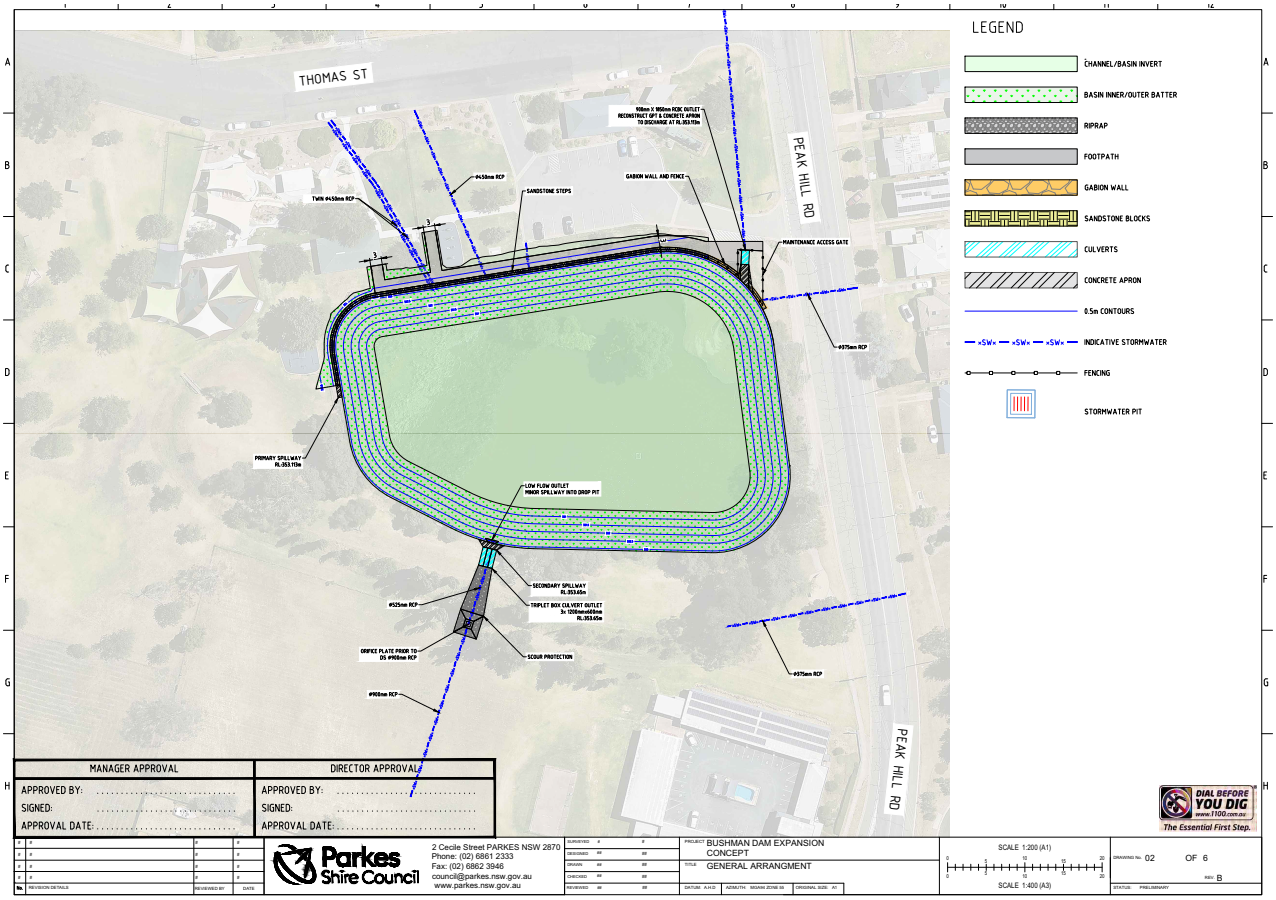
#	REVISION DETAILS	REVIEWED BY	DATE
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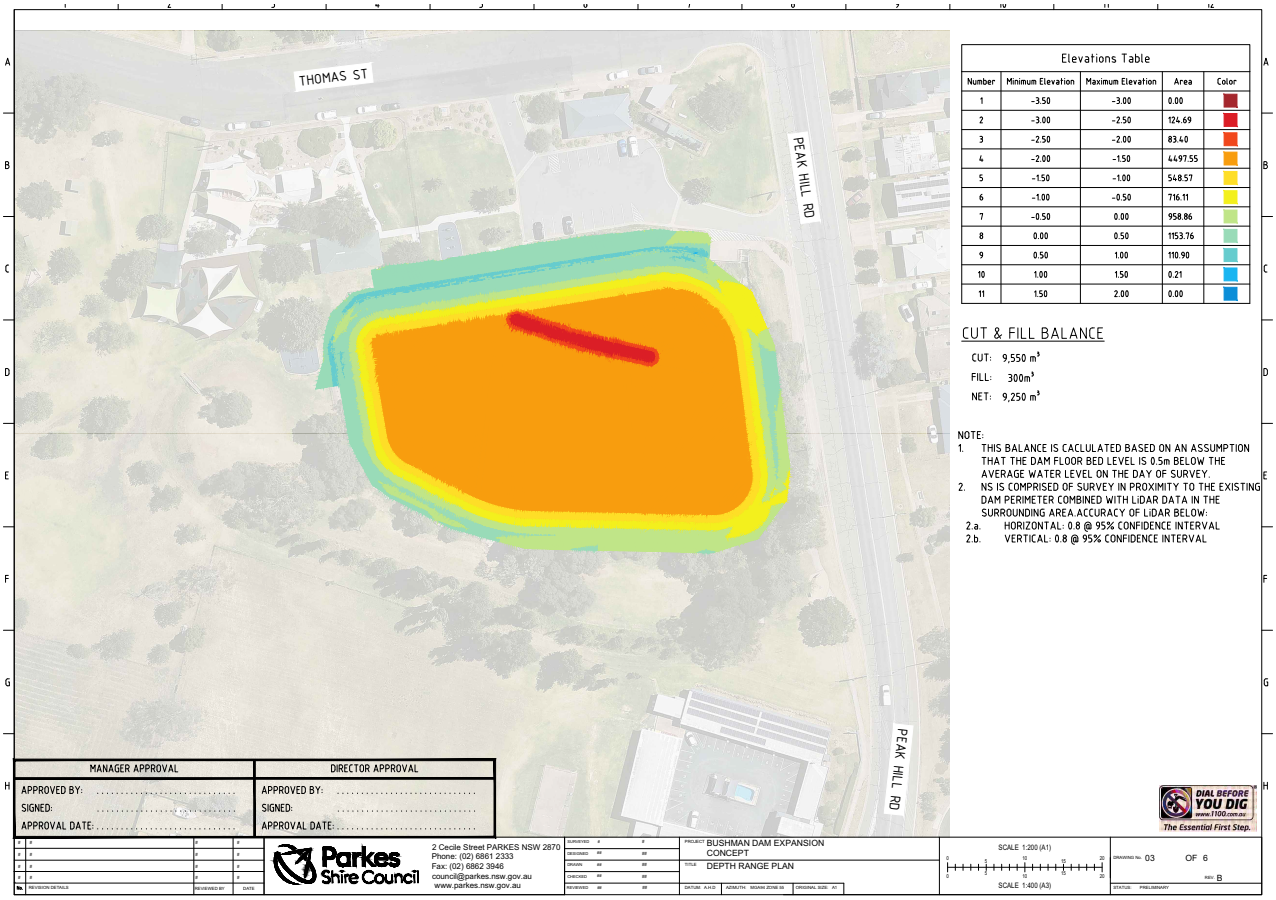
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council@parkes.nsw.gov.au
www.parkes.nsw.gov.au

SURVEYED # #
DESIGNED ## ##
DRAWN ## ##
CHECKED ## ##
REVIEWED ## ##

PROJECT BUSHMAN DAM EXPANSION CONCEPT
TITLE TITLE PAGE
DATUM AHD AZIMUTH MGA94 ZONE 55 ORIGINAL SIZE A1

DRAWING No. 01 OF 6
REV. B
STATUS PRELIMINARY


THOMAS ST
PEAK HILL RD
PEAK HILL RD
LEGEND
CHANNEL/BASIN INVERT
BASIN INNER/OUTER BATTER
RIPRAP
FOOTPATH
GABION WALL
SANDSTONE BLOCKS
CULVERTS
CONCRETE APRON
0.5m CONTOURS
INDICATIVE STORMWATER
FENCING
STORMWATER PIT
SANDSTONE STEPS
GABION WALL AND FENCE
MAINTENANCE ACCESS GATE
PRIMARY SPILLWAY
LOW FLOW OUTLET
SECONDARY SPILLWAY
SCOUR PROTECTION
MANAGER APPROVAL
APPROVED BY:
SIGNED:
APPROVAL DATE:
DIRECTOR APPROVAL
APPROVED BY:
SIGNED:
APPROVAL DATE:
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PROJECT BUSHMAN DAM EXPANSION
CONCEPT
TITLE GENERAL ARRANGMENT
SCALE 1:200 (A1)
SCALE 1:400 (A3)
DRAWING No. 02
OF 6
REV. B
STATUS PRELIMINARY



Elevations Table				
Number	Minimum Elevation	Maximum Elevation	Area	Color
1	-3.50	-3.00	0.00	
2	-3.00	-2.50	124.69	
3	-2.50	-2.00	83.40	
4	-2.00	-1.50	44.97.55	
5	-1.50	-1.00	548.57	
6	-1.00	-0.50	716.11	
7	-0.50	0.00	958.86	
8	0.00	0.50	1153.76	
9	0.50	1.00	110.90	
10	1.00	1.50	0.21	
11	1.50	2.00	0.00	

CUT & FILL BALANCE

CUT: 9,550 m³
FILL: 300m³
NET: 9,250 m³

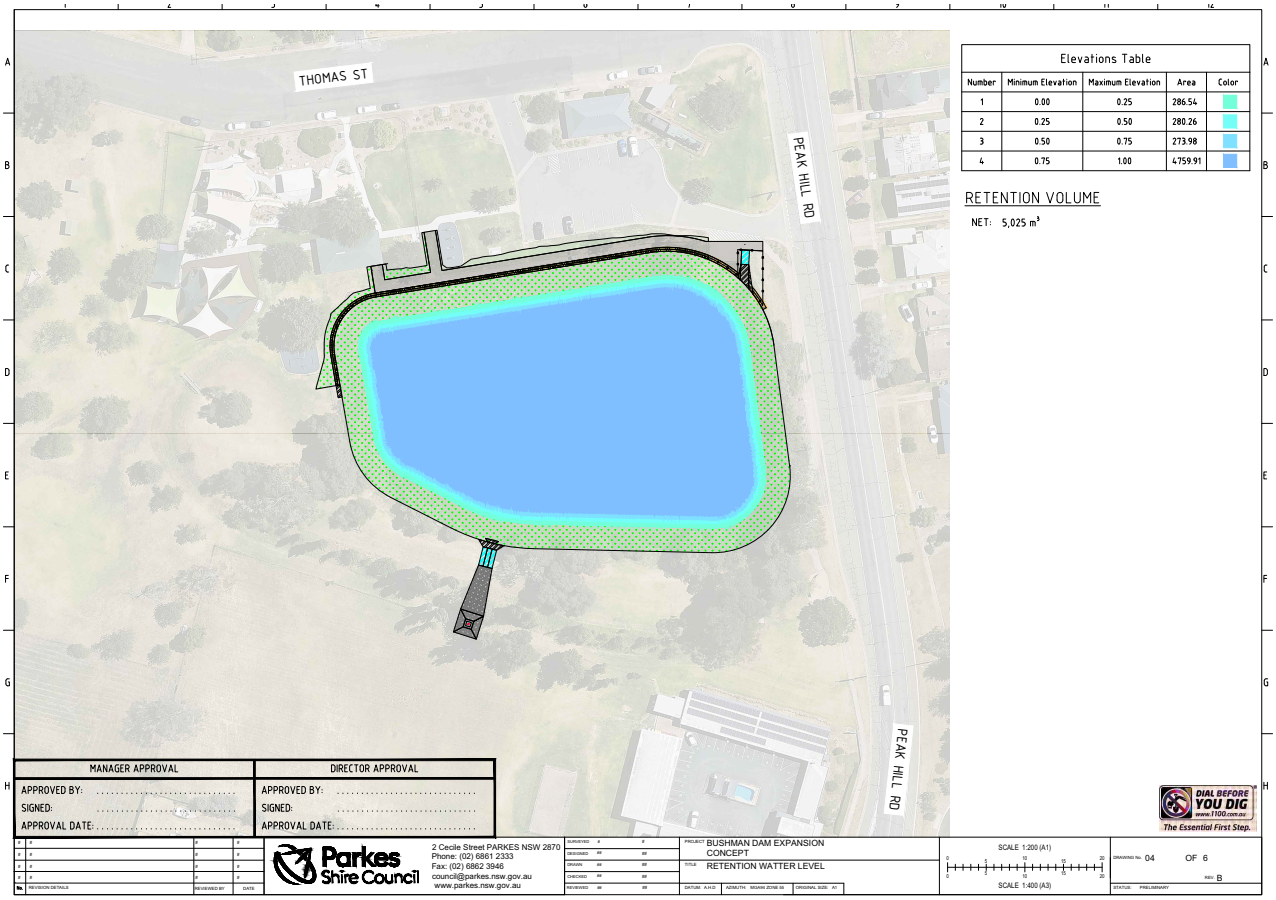
NOTE:
1. THIS BALANCE IS CACLULATED BASED ON AN ASSUMPTION THAT THE DAM FLOOR BED LEVEL IS 0.5m BELOW THE AVERAGE WATER LEVEL ON THE DAY OF SURVEY.
2. NS IS COMPRISED OF SURVEY IN PROXIMITY TO THE EXISTING DAM PERIMETER COMBINED WITH LiDAR DATA IN THE SURROUNDING AREA.ACCURACY OF LiDAR BELOW:
   2.a. HORIZONTAL: 0.8 @ 95% CONFIDENCE INTERVAL
   2.b. VERTICAL: 0.8 @ 95% CONFIDENCE INTERVAL

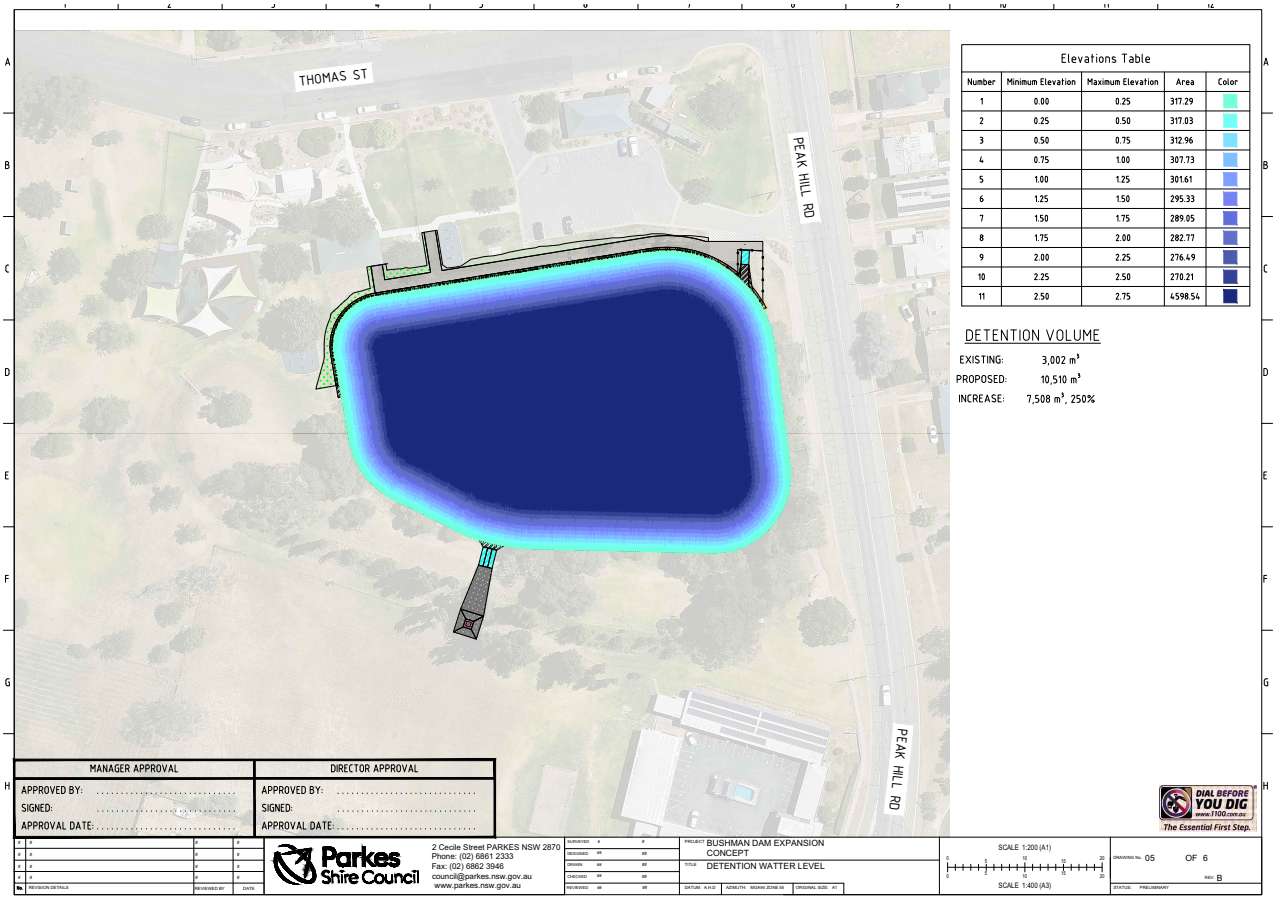
MANAGER APPROVAL	DIRECTOR APPROVAL
APPROVED BY:	APPROVED BY: .....
SIGNED:	SIGNED: .....
APPROVAL DATE:	APPROVAL DATE: .....

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PROJECT: BUSHMAN DAM EXPANSION CONCEPT
TITLE: DEPTH RANGE PLAN
SCALE 1:200 (A1)
SCALE 1:400 (A3)
DRAWING No. 03 OF 6
REV: B
STATUS: PRELIMINARY


THOMAS ST
PEAK HILL RD
PEAK HILL RD
Elevations Table
Number | Minimum Elevation | Maximum Elevation | Area | Color
1 | 0.00 | 0.25 | 286.54
2 | 0.25 | 0.50 | 280.26
3 | 0.50 | 0.75 | 273.98
4 | 0.75 | 1.00 | 4759.91
RETENTION VOLUME
NET: 5,025 m³
MANAGER APPROVAL
APPROVED BY:
SIGNED:
APPROVAL DATE:
DIRECTOR APPROVAL
APPROVED BY:
SIGNED:
APPROVAL DATE:
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PROJECT BUSHMAN DAM EXPANSION CONCEPT
TITLE RETENTION WATTER LEVEL
SCALE 1:200 (A1)
SCALE 1:400 (A3)
DRAWING No. 04 OF 6
REV. B
STATUS PRELIMINARY



Elevations Table				
Number	Minimum Elevation	Maximum Elevation	Area	Color
1	0.00	0.25	317.29	
2	0.25	0.50	317.03	
3	0.50	0.75	312.96	
4	0.75	1.00	307.73	
5	1.00	1.25	301.61	
6	1.25	1.50	295.33	
7	1.50	1.75	289.05	
8	1.75	2.00	282.77	
9	2.00	2.25	276.49	
10	2.25	2.50	270.21	
11	2.50	2.75	4598.54	

DETENTION VOLUME

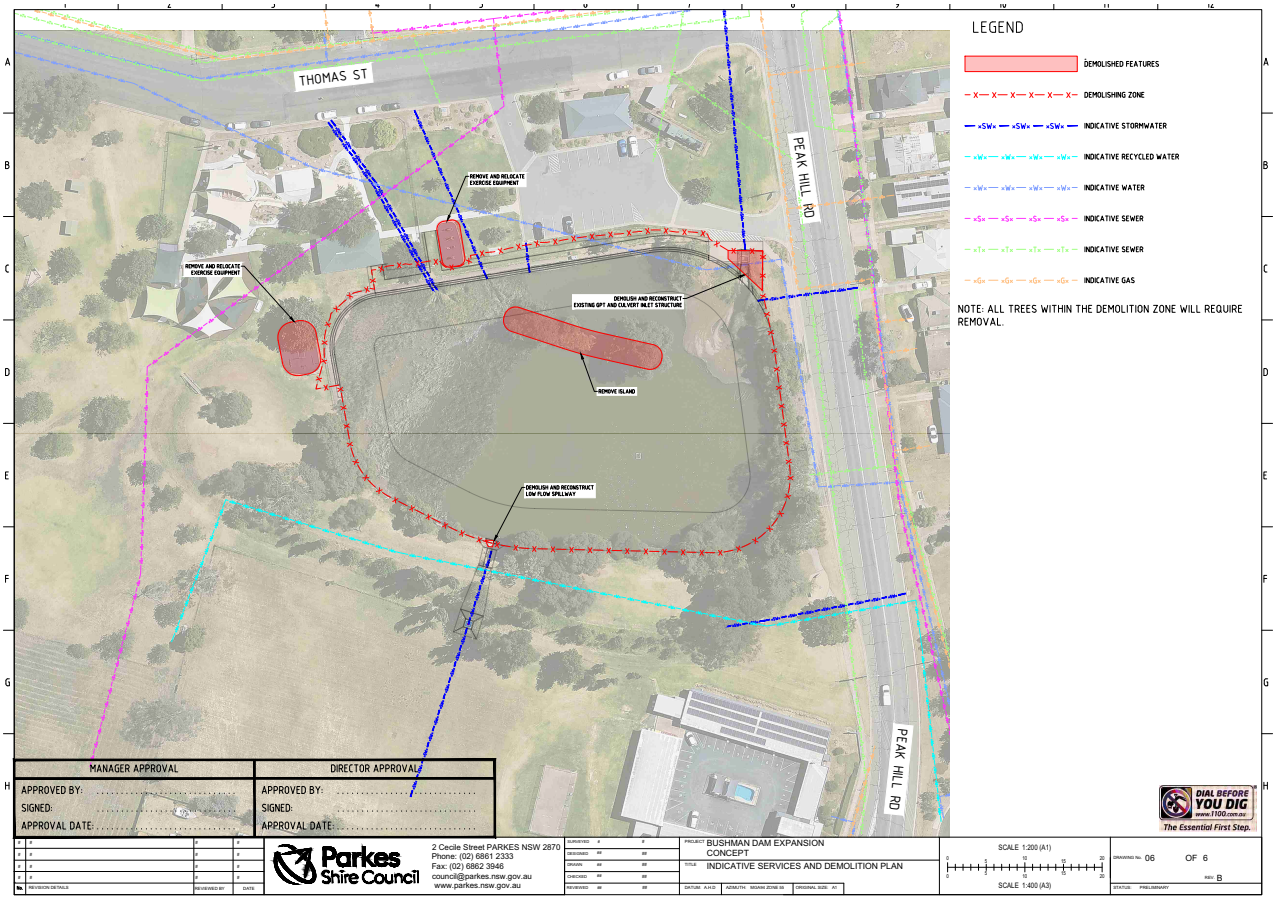
EXISTING: 3,002 m³
PROPOSED: 10,510 m³
INCREASE: 7,508 m³, 250%

MANAGER APPROVAL	DIRECTOR APPROVAL
APPROVED BY:	APPROVED BY: .....
SIGNED:	SIGNED: .....
APPROVAL DATE:	APPROVAL DATE: .....

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PROJECT: BUSHMAN DAM EXPANSION CONCEPT
TITLE: DETENTION WATTER LEVEL
SCALE 1:200 (A1)
SCALE 1:400 (A3)
DRAWING No. 05 OF 6
REV. B
STATUS: PRELIMINARY


THOMAS ST
PEAK HILL RD
PEAK HILL RD
REMOVE AND RELOCATE EXERCISE EQUIPMENT
REMOVE AND RELOCATE EXERCISE EQUIPMENT
DEMOLISH AND RECONSTRUCT EXISTING OFT AND CULVERT INLET STRUCTURE
REMOVE ISLAND
DEMOLISH AND RECONSTRUCT LOW FLOW SPILLWAY
LEGEND
DEMOLISHED FEATURES
DEMOLISHING ZONE
INDICATIVE STORMWATER
INDICATIVE RECYCLED WATER
INDICATIVE WATER
INDICATIVE SEWER
INDICATIVE SEWER
INDICATIVE GAS
NOTE: ALL TREES WITHIN THE DEMOLITION ZONE WILL REQUIRE REMOVAL.
MANAGER APPROVAL
APPROVED BY:
SIGNED:
APPROVAL DATE:
DIRECTOR APPROVAL
APPROVED BY:
SIGNED:
APPROVAL DATE:
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PROJECT BUSHMAN DAM EXPANSION CONCEPT
TITLE INDICATIVE SERVICES AND DEMOLITION PLAN
SCALE 1:200 (A1)
SCALE 1:400 (A3)
DRAWING No. 06 OF 6
REV. B
STATUS PRELIMINARY

16.4 TRANSFER OF CROWN ROADS TO COUNCIL

IP&R Linkage: **Pillar:** Economy

Goal: Our economy is supported by well-planned and safe transport infastructure

Strategy: Ensure local and regional roads are safe, well-constructed and maintained.

Author: **Taylah Burt, Business Support Officer**

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

Annexures:
- **A. Map of Alkira Lane – Crown Road Section Proposed for Transfer** ⇩
- **B. Correspondence from DPHI – Alkira Lane Crown Road Management** ⇩
- **C. Map of Council Road between Renshaw McGirr Way and Tanks Road, Parkes** ⇩

RECOMMENDATION

That:

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

BACKGROUND

Alkira Lane, Parkes

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

Council Road between Renshaw McGirr Way and Tanks Road, Parkes

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

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

ISSUES AND COMMENTARY

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

LEGISLATIVE AND POLICY CONTEXT

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

COMMUNITY CONSULTATION

No community consultation is required for this transfer.



Parkes Shire Council

Parkes Shire Council
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Fax: 02 6862 3946

Important Notice!

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Drawn By: Taylah Burt

Projection: GDA2020 / MGA zone 55

Date: 20/11/2025 12:02 PM

Map Scale: 1:4832 at A4

[redacted]

Subject: Transfer of Crown road - Alkira Lane to Parkes Shire Council
Categories: For ECM

Logan,

Good morning.
This relates to your conversation last week [redacted] from DPHI - Crown Lands.

Can you please confirm in writing the agreement of Parkes Shire Council to the transfer of the management of Alkira Lane from DPHI - Crown Lands to Parkes Shire Council.

I have attached a map of the Crown road section of Alkira Lane below that is relevant to this request.

Kind regards

[redacted]





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Parkes Shire Council
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Important Notice!

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Drawn By: Taylah Burt

Projection: GDA2020 / MGA zone 55

Date: 03/12/2025 12:56 PM

Map Scale: 1:12504 at A4

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

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

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

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

Author: **Taylah Burt, Business Support Officer**

Authoriser: **Logan Hignett, Director Operations**

Annexures: **A. Map of Proposed Road Closure - SR46A** ⇩

RECOMMENDATION

That Council:

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

BACKGROUND

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

ISSUES AND COMMENTARY

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

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

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

LEGISLATIVE AND POLICY CONTEXT

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

FINANCIAL IMPLICATIONS

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

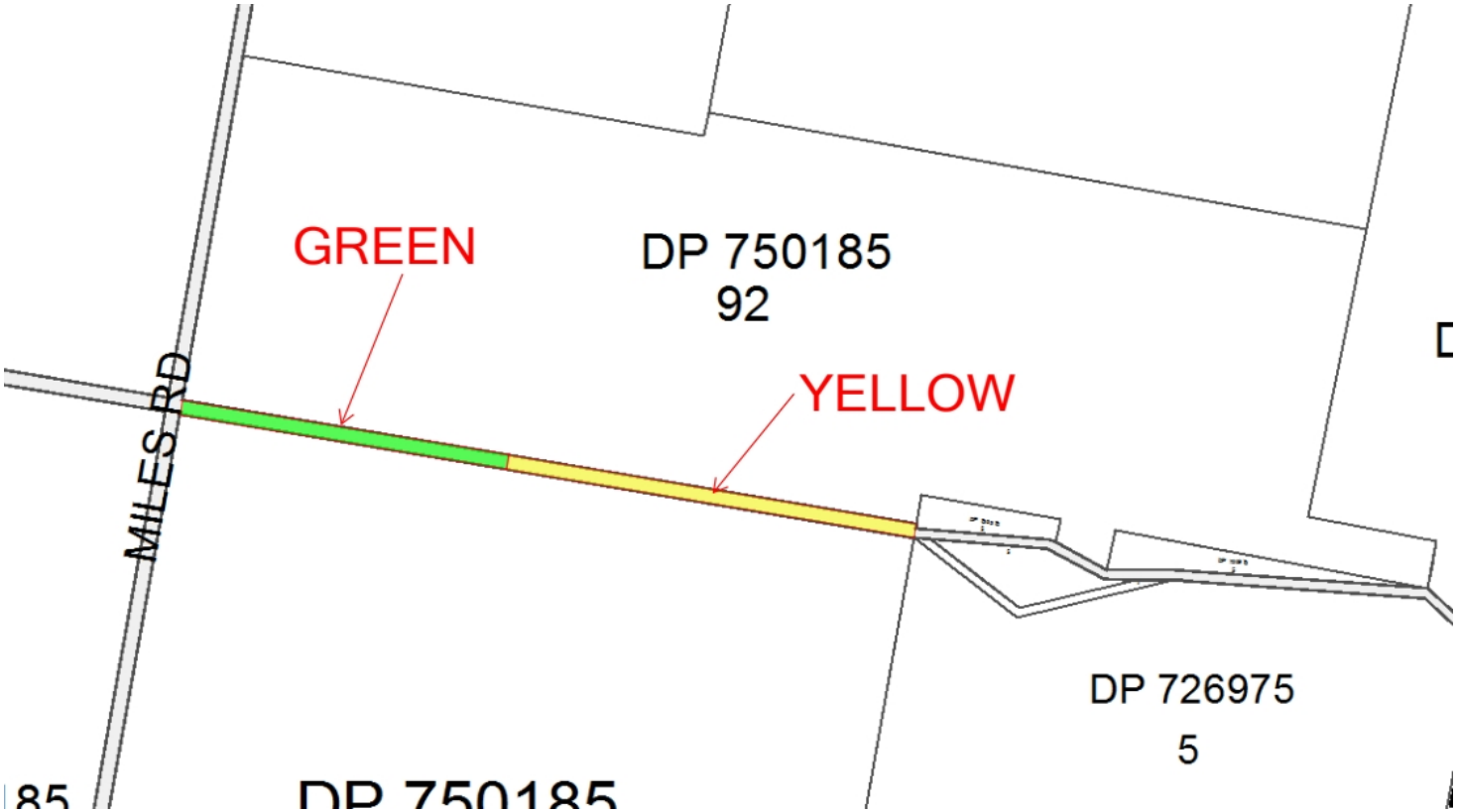
RISK IMPLICATIONS

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

COMMUNITY CONSULTATION

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

Yellow-highlighted section of the road ONLY



16.6 ADDITIONAL OPENING HOURS OF VILLAGE POOLS

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

Goal: Our community is safe, active and healthy.

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

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

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

Annexures: **Nil**

RECOMMENDATION

That:

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

BACKGROUND

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

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

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

ISSUES AND COMMENTARY

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

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

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

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

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

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

LEGISLATIVE AND POLICY CONTEXT

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

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

COMMUNITY CONSULTATION

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

17 REPORTS OF THE DIRECTOR PLANNING AND COMMUNITY SERVICES

17.1 THE DISH 25TH ANNIVERSARY SCREENING

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

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

Strategy: Build a rich local culture through access to cultural activities and events.

Author: **Kerryn Jones, Culture, Education and Library Services Manager**

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

Annexures: **A. The Dish 25th Anniversary Screening** ⇩

RECOMMENDATION

That Council:

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

BACKGROUND

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

ISSUES AND COMMENTARY

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

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

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

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

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

LEGISLATIVE AND POLICY CONTEXT

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

COMMUNITY CONSULTATION

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


THE DISH
25TH ANNIVERSARY SCREENING
Parkes Shire Council
PARKES SHIRE LIBRARY

17.2 NOVEMBER 2025 BUILDING STATISTICS UPDATE

IP&R Linkage: **Pillar:** Environment

Goal: Our built environment is functional, sustainable and meets the needs of our growing community.

Strategy: Manage our built environment in line with the Local Environmental Plan (LEP) and relevant legislation.

Author: **Cordelia Moon, Development-Certificates Coordinator**

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

Annexures: **Nil**

RECOMMENDATION

That Council:

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

BACKGROUND

The Building Statistics Report is furnished to Council on a monthly basis and provides a snapshot of development activity in the Shire during that period.

ISSUES AND COMMENTARY

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

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

Table 1: Development Applications

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

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

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

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

Table 3: Complying Development Certificates

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

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

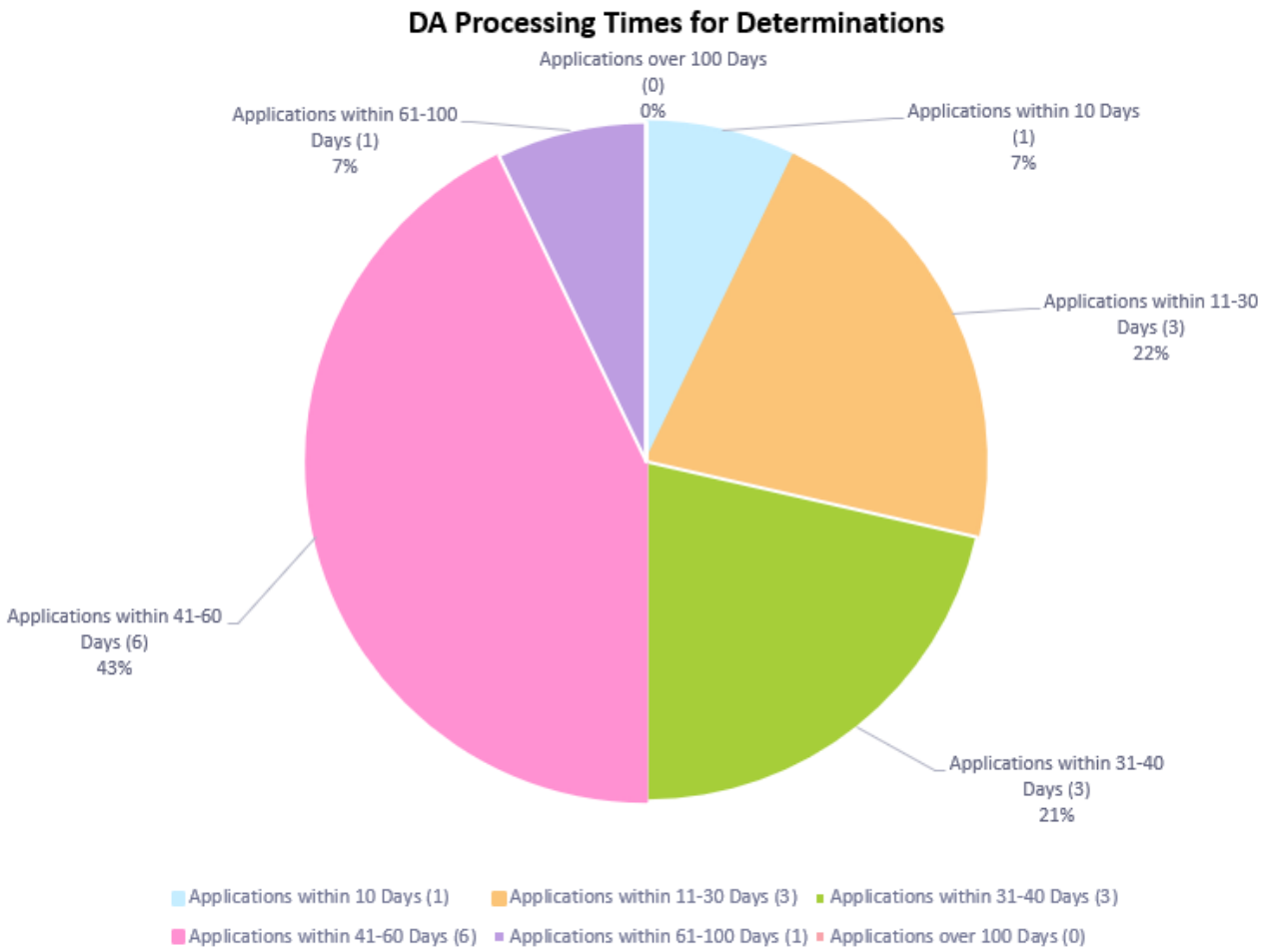
Table 4: Complying Development Certificates

Application No.	Address	Description	Certifying Authority

DA Processing Times for Determinations

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

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



Activation Precinct Certificate Determinations

There were no new Activation Precinct Certificate determinations.

LEGISLATIVE AND POLICY CONTEXT

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

COMMUNITY CONSULTATION

Where a Development Application or Modification Development Application is required to be publicly exhibited, the application was made available for inspection at the Parkes Shire Council Administration Centre commencing from the date on which the public notice was placed in the local newspaper. The application was also included on the Parkes Shire Council website.

For Development Applications requiring neighbour notification, written notification of the proposed development was provided to the owner(s) of land immediately adjoining or adjacent to the subject land (as shown on Council's Property and Rating System at the time of notification) including land that is separated from the subject land by watercourse, road, pathway, driveway, railway or similar thoroughfare.

Where more than one person is listed as the owner, written notification to one of the owners, is taken to be a notice to all of the registered owners.

CONCLUSION

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

Parkes Shire Council

Development Activity Report

November 2025

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

LODGED

7 Development Applications

1 Complying Development Certificates

DETERMINED

14 Development Applications

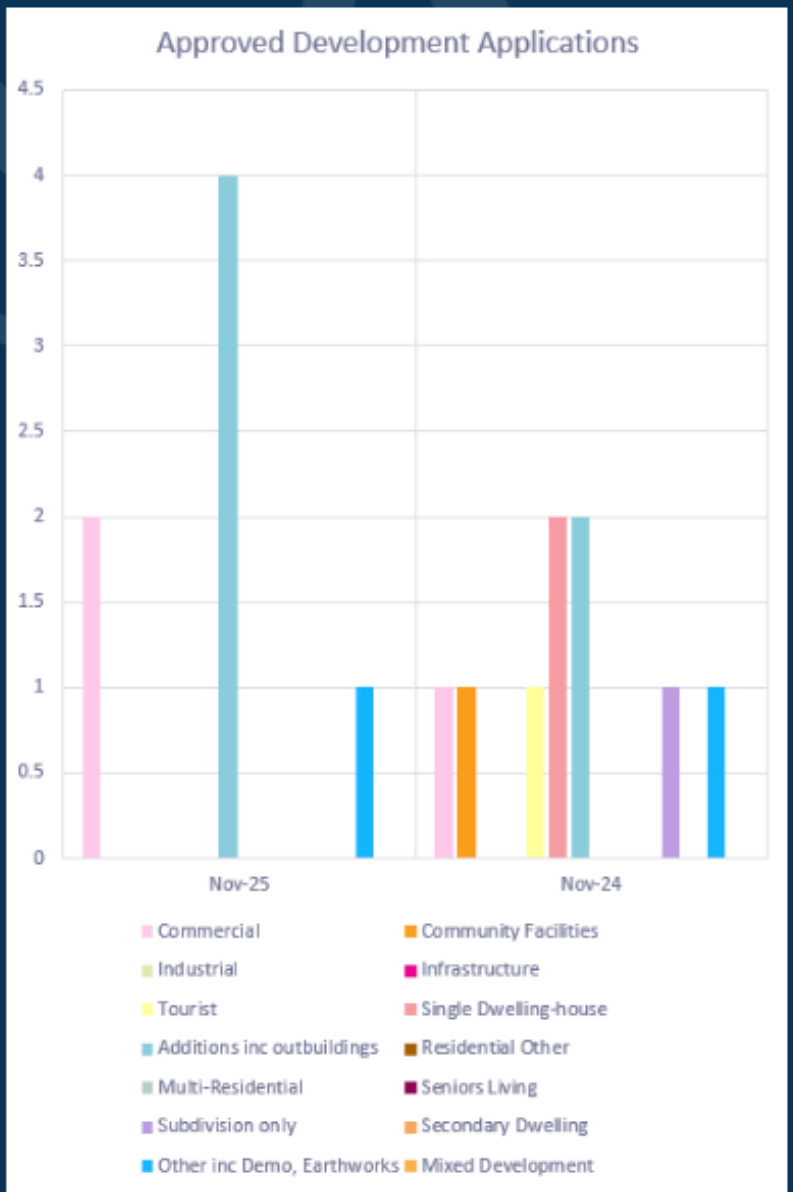
0 Complying Development Certificates

0 Private Certifier Complying Development Certificates

AVERAGE DEVELOPMENT APPLICATION PROCESSING TIME

THIS MONTH

41.02



VALUE OF APPLICATIONS RECEIVED

$1,064,193.47

18 NOTICES OF MOTION/QUESTIONS WITH NOTICE

18.1 TENDER DOCUMENTS TO BE PROVIDED TO COUNCILLORS

Councillor: **Cr Matthew Scherer**

Annexures: **Nil**

MOTION

That Council:

1. **Implement a procedure requiring that all tender documentation**—including Request for Tender (RFT) packs, addenda, evaluation criteria (where appropriate), and contract award summaries—**be uploaded to the Councillor Hub on the same day they are first published on Tenderlink.**
2. **Ensure this upload occurs automatically** as part of staff's standard procurement workflow, so councillors have timely access to tender materials in accordance with:

   (a) Section 22, 23 and 232 of the *Local Government Act 1993* (access to information necessary to fulfil civic duties), and

   (b) The Councillor Access to Information Policy.

3. **Record that some councillors have previously indicated they do not wish to access tender documentation**, and that those councillors may continue to opt out.
4. (Note that) this notation does not restrict access for councillors who **do** require this information to perform their functions.

BACKGROUND

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

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

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

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

OFFICER'S COMMENT

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

Commentary:

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

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

19 CONFIDENTIAL MATTERS

RECOMMENDATION

That Ordinary Council Meeting:

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

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

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

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

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

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

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

19.3 2026 AUSTRALIA DAY - COMMUNITY, CULTURAL AND SPORTING AWARDS

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

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

19.4 SALE OF LAND FOR UNPAID RATES & CHARGES

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

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

19.5 VISION FOR THE PARKES ELVIS FESTIVAL 2027

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

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

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

BACKGROUND, ISSUES AND COMMENTARY

In accordance with section 10A(2) of the *Local Government Act 1993*, Council may close part of its meeting to deal with business of the following kind:

(a) Personnel matters concerning particular individuals (other than councillors).

(b) Personal hardship of any resident or ratepayer.

(c) Information that would, if disclosed, confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business.

(d) Commercial information of a confidential nature that would, if disclosed:

  (i) Prejudice the commercial position of a person who supplied it: or

  (ii) Confer a commercial advantage on a competitor of Council;

  (iii) Reveal a trade secret.

(e) Information that would, if disclosed, prejudice the maintenance of law.

(f) Matters affecting the security of Council, Councillors, Council staff and Council property.

(g) Advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege.

(h) Information concerning the nature and location of a place or an item of Aboriginal significance on community land.

(i) Alleged contraventions of any Code of Conduct requirements applicable under section 440.

It is my opinion that the business listed in the recommendation is of a kind referred to in section 10A(2) of the *Local Government Act 1993* and, under the provisions of the Act and the *Local Government (General) Regulation 2021*, should be dealt with in a part of the meeting that is closed to members of the public and the media.

Pursuant to section 10A(4) of the Act and clauses 14.9–14.10 of Council's Code of Meeting Practice, members of the public may make representations to the meeting

immediately after the motion to close part of the meeting is moved and seconded, as to whether that part of the meeting should be closed.

20 REPORT OF CONFIDENTIAL RESOLUTIONS

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