

Ordinary Council Meeting

Business Paper

Pursuant to section 9 of the *Local Government Act 1993*, notice is hereby given that an Ordinary Council Meeting of Parkes Shire Council will be held in the Parkes Council Chamber, 2 Cecile Street, Parkes, on Tuesday 17 February 2026 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

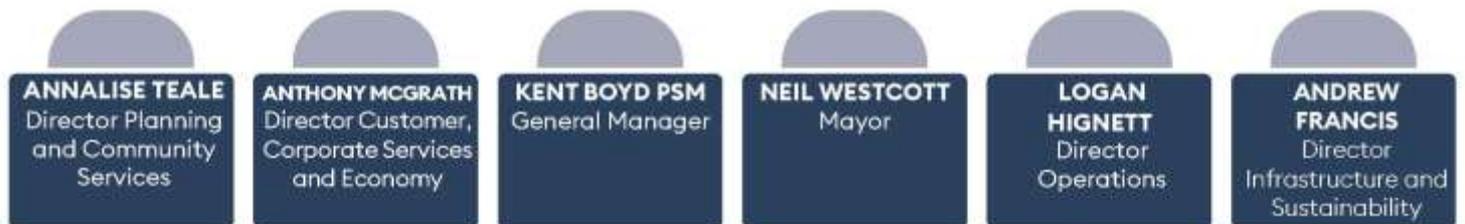
Pursuant to section 223 of the *Local Government Act 1993*, the role of Parkes Shire Council's governing body is:

- 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



PUBLIC GALLERY

Guiding Principles

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

Councils should recognise diverse local community needs and interests.

Councils should consider social justice principles.

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

Councils should consider the principles of ecologically sustainable development.

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

Statement of Ethical Obligations

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

Oath or Affirmation of Office

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

Conflicts of Interest

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

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

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

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1 OPENING OF MEETING

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

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

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

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

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

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

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

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 PRAYER

4 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE

In accordance with clauses 5.3, 5.5 and 5.7 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 5.19 of Council's Code of Meeting Practice, Councillors may attend and participate in meetings by audio-visual link with the approval of the Council where they are prevented from attending the meeting in person because of ill-health or other medical reasons or because of unforeseen caring responsibilities.

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 prevented 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 5.45 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 COUNCIL MEETING HELD ON 20 JANUARY 2026****IP&R Linkage:** **Pillar:** Leadership**Goal:** Our local government is open, accountable and transparent.**Strategy:** Provide open and transparent decision-making and undertake the civic duties of Council with professionalism and integrity.**Annexures:** **A. Ordinary Council Meeting Minutes - 20 January 2026****RECOMMENDATION**

That Ordinary Council Meeting:

1. Receive and confirm the Minutes of the Ordinary Council Meeting held on Tuesday 20 January 2026 appended at *Annexure A*.

Ordinary Council Meeting

Minutes

Tuesday 20 January 2026

Minutes of the Ordinary Council Meeting
Held on Tuesday, 20 January 2026 at the
Parkes Council Chamber, 2 Cecile Street, Parkes

Present:

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

Council Officers in Attendance:

Mr Kent Boyd PSM	General Manager
Mr Bikash Paudel	Acting Director Infrastructure and Sustainability
Mrs Sharon Ross	Acting Director Operations
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 3:01 pm and concluded at 4:48 pm.

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1 OPENING OF MEETING

The Mayor declared the Ordinary Council Meeting of Tuesday 20 January 2026 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:

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

AMEN

4 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE

Nil

5 APPLICATIONS TO ATTEND BY AUDIO-VISUAL LINK

Nil

6 CONFIRMATION OF MINUTES

6.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 16 DECEMBER 2025

RESOLVED OCM 001/26

Moved: Cr William Jayet

Seconded: Cr George Pratt

That Ordinary Council Meeting receive and confirm the Minutes of the Ordinary Council Meeting held on Tuesday 16 December 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.

General Manager Kent Boyd disclosed a significant non-pecuniary interest in relation to item 17.3 Fire Response Restoration (Kadina Road, Alectown) - Community Request and chose to leave the meeting and therefore not participate in debate and discussion on the matter, nor vote on the matter. The reason provided was:

"The matter relates to restoration after a bushfire. A bushfire occurred on my property. Any precedent set by resolution to Item 17.3 may have implications to the Bindogundra Fire event.."

8 URGENT BUSINESS

The Mayor advised that the following late urgent 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.

Confidential matters:

1. **19.2 - Regional Resilience Program (RRP) – Scope changes & Approval of Additional Funding.**
2. **19.3 – Notice of Motion by Cr Doug Pout - Doctor Retention and Attraction**

8.1 URGENT BUSINESS

RESOLVED OCM 002/26

Moved: Cr Joy Paddison

Seconded: Cr Doug Pout

That Council:

1. Accept the urgent Confidential report 19.2 – Regional Resilience Program (RRP) – Scope changes & Approval of Additional Funding on the basis that this Project needs to be commenced as soon as possible but needs Council's approval for the amendment.
2. Accept the urgent Confidential report 19.3 – Notice of Motion by Cr Doug Pout – Doctor Retention and Attraction on the basis that the Term of the Lease is due to expire and the request needs to be dealt with prior to the next Council meeting on 17 February 2025.

CARRIED

At 3:06 pm Cr Wilson joined the meeting.

9 ADOPTION OF MULTIPLE ITEMS OF BUSINESS

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

9.1 ADOPTION OF MULTIPLE ITEMS OF BUSINESS**RESOLVED OCM 003/26**

Moved: Cr George Pratt

Seconded: Cr Doug Pout

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

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

15.2 Request to use Peak Hill Town Improvement Funds to purchase a shipping container for storage at Lindner Oval.

17.2 Waiving of Landing Fees for RA Aus Event at Parkes Regional Airport 27-29 March 2026.

18.1 (DCPS) Quarterly Rangers Report October to December 2025.

18.2 December 2025 Building Statistics Update.

CARRIED

At 3:10 pm Deputy Mayor Marg Applebee joined the meeting.

10 MAYORAL MINUTE(S)**10.1 PARKES ELVIS FESTIVAL 2026****RESOLVED OCM 004/26**

Moved: Cr William Jayet

Seconded: Cr Doug Pout

That Council:

1. Receive and note the information about the 2026 Parkes Elvis Festival.

CARRIED**10.2 MEETINGS, FUNCTIONS AND EVENTS ATTENDED BY MAYOR AND COUNCILLORS****RESOLVED OCM 005/26**

Moved: Cr George Pratt

Seconded: Cr Doug Pout

That Council:

1. Note the report on the Meetings functions and events attended in an official capacity, by the Mayor and Councillors during the period 13 December 2025 through to 15 January 2026.

CARRIED

10.3 COMING KNOWN EVENTS FOR MAYOR AND COUNCILLORS**RESOLVED OCM 006/26**

Moved: Cr Marg Applebee

Seconded: Cr George Pratt

That Council:

1. Note the known upcoming meetings, functions and events for the Mayor and Councillors for the period 18 January 2026 through to 17 February 2026:

CARRIED**11 NOTICES OF MOTION/QUESTIONS WITH NOTICE**

Nil

12 COUNCILLOR REPORT(S)

Nil

13 REPORTS OF COMMITTEES

14 REPORTS OF THE GENERAL MANAGER**14.1 MONTHLY FINANCIAL REPORTS AS AT 31 DECEMBER 2025****RESOLVED OCM 007/26**

Moved: Cr Doug Pout
Seconded: Cr Marg Applebee

That Council:

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

CARRIED**14.2 INVESTMENTS AND BORROWINGS REPORT AS AT 31 DECEMBER 2025****RESOLVED OCM 008/26**

Moved: Cr Doug Pout
Seconded: Cr William Jayet

That Council:

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

CARRIED

15 REPORTS OF THE DIRECTOR CUSTOMER, CORPORATE SERVICES AND ECONOMY**15.1 MAJOR PROJECTS AND CURRENT WORKS - CUSTOMER, CORPORATE SERVICES & ECONOMY - DECEMBER 2025****RESOLVED OCM 009/26**

Moved: Cr Marg Applebee

Seconded: Cr George Pratt

That Council:

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

CARRIED**15.2 REQUEST TO USE PEAK HILL TOWN IMPROVEMENT FUNDS TO PURCHASE A SHIPPING CONTAINER FOR STORAGE AT LINDNER OVAL.****RESOLVED OCM 010/26**

Moved: Cr George Pratt

Seconded: Cr Doug Pout

That Council:

1. Approve the allocation of up to \$5,000 from the Peak Hill Town Improvement Fund Reserve towards the cost to supply and installation of a storage container at Lindner Oval.

CARRIED

15.3 PURPLE FLAG AND SPECIAL ENTERTAINMENT PRECINT ACCREDITATION**RESOLVED OCM 011/26**

Moved: Cr William Jayet

Seconded: Cr Doug Pout

That Council:

1. Endorses the establishment of a **Special Entertainment Precinct (SEP)** within the Parkes CBD, covering the same boundary as the Community Improvement District (CID), focused on Clarinda Street and Cooke Park, bounded by Bogan Road (west), Mitchell Street (north), Jansen Lane (east), and southern streets including Grenfell, Lachlan, May, and Clarinda Streets near the railway station.
2. Commits to establishing a **Special Entertainment Precinct Working Group (PWG)**, comprising core Council staff from Economic Development and Events, overseen by the Director Customer, Corporate Services & Economy, with flexibility to include relevant stakeholders (e.g., hospitality, retail, community representatives) as required.
3. Commits to **investigating Purple Flag accreditation** for the same boundary as the SEP to embed principles of safety, diversity and excellence in night-time precinct management.
4. Ask Essential Energy to maintain and conduct an audit in town regarding the lighting and a report to come back to Council.

CARRIED**16 REPORTS OF THE DIRECTOR INFRASTRUCTURE AND SUSTAINABILITY****16.1 MAJOR PROJECTS AND CURRENT WORKS - INFRASTRUCTURE & SUSTAINABILITY - DECEMBER 2025****RESOLVED OCM 012/26**

Moved: Cr Marg Applebee

Seconded: Cr Louise O'Leary

That Council:

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

CARRIED

17 REPORTS OF THE DIRECTOR OPERATIONS**17.1 MAJOR PROJECTS AND CURRENT WORKS - OPERATIONS - DECEMBER 2025****RESOLVED OCM 013/26**

Moved: Cr Doug Pout
Seconded: Cr Marg Applebee

That Council:

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

CARRIED**17.2 WAIVING OF LANDING FEES FOR RA AUS EVENT AT PARKES REGIONAL AIRPORT 27-29 MARCH 2026****RESOLVED OCM 014/26**

Moved: Cr George Pratt
Seconded: Cr Doug Pout

That:

1. Council endorse the RA Aus Fly'n For Fun Weekend to be held on 27-29 March 2026 at Parkes Regional Airport subject to provision of appropriate insurances and approvals.
2. Council waive landing fees for all aircraft under 2 tonnes for the duration of the RA Aus Fly'n For Fun weekend of 27-29 March 2026.

CARRIED

At 3:44 pm, Mayor Neil Westcott and Kent Boyd left the meeting due to a declared interest. Deputy Mayor Marg Applebee stood in as the Chair while the Mayor was out of the room.

17.3 FIRE RESPONSE RESTORATION (KADINA ROAD, ALECTOWN) - COMMUNITY REQUEST**RESOLVED OCM 015/26**

Moved: Cr William Jayet
Seconded: Cr Joy Paddison

That:

1. Council note advice from the NSW Rural Fire Service confirming that post-fire remedial (reinstatement works) works are not eligible for funding under Section 44 arrangements and, if undertaken, would need to be considered through Council's 2025/26 Roads Maintenance budget; and
2. Council determines if the requested reinstatement works be undertaken on an ex-gratia basis, subject to cost and potential precedent.

CARRIED

At 3:49 pm, Cr Neil Westcott and Kent Boyd rejoined the meeting.

Deputy Mayor Marg Applebee stood down as the Chair now that the Mayor rejoined the meeting.

17.4 PART ROAD CLOSURE AND SALE TO ADJOINING OWNER - LISTER LANE, BOGAN GATE**RESOLVED OCM 016/26**

Moved: Cr Marg Applebee

Seconded: Cr William Jayet

That:

1. Council endorses the partial closure of Council road, Lister Lane off Station Street, adjacent to Lot 2 DP 312345, Lot 1 DP 796911 and Lot 10 DP 667653.
2. Council approves the sale of the land to the applicant and that the General Manager and Director Operations be authorised to negotiate purchase price for the subject land.
3. All costs associated with the road closure and sale be borne by the Applicant.
4. That the seal of Council be affixed to relevant documentation if required.

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

Against: Nil

Abstained: Crs Matthew Scherer and Glenn Wilson

CARRIED 8/0

18 REPORTS OF THE DIRECTOR PLANNING AND COMMUNITY SERVICES**18.1 (DCPS) QUARTERLY RANGERS REPORT OCTOBER TO DECEMBER 2025****RESOLVED OCM 017/26**

Moved: Cr George Pratt

Seconded: Cr Doug Pout

That:

1. The report be noted.

CARRIED

18.2 DECEMBER 2025 BUILDING STATISTICS UPDATE**RESOLVED OCM 018/26**

Moved: Cr George Pratt

Seconded: Cr Doug Pout

That Council:

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

CARRIED**19 CONFIDENTIAL MATTERS****RESOLVED OCM 019/26**

Moved: Cr Doug Pout

Seconded: Cr Ken McGrath

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 PURCHASE OF GROUND WATER ACCESS LICENCE

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 REGIONAL RESILIENCE PROGRAM (RRP) - SCOPE CHANGES & APPROVAL OF ADDITIONAL FUNDING

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 DOCTOR RETENTION AND ATTRACTION

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.

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 4:02 pm, the Meeting went into Closed Session.

19.1 PURCHASE OF GROUND WATER ACCESS LICENCE

RESOLVED OCM 020/26

Moved: Cr George Pratt

Seconded: Cr Doug Pout

That Council:

1. Note the information contained in the report;
2. Resolve to purchase the ground water access licence in accordance with this report and appropriate due diligence checks;
3. Resolve that the necessary documentation to facilitate the purchase and transfer of the water access licence be signed under the seal of Council as required.

CARRIED

19.2 REGIONAL RESILIENCE PROGRAM (RRP) - SCOPE CHANGES & APPROVAL OF ADDITIONAL FUNDING**RESOLVED OCM 021/26**

Moved: Cr Marg Applebee

Seconded: Cr Joy Paddison

That:

1. Notes the contractor's proposal to increase tank capacity at the New Eugowra Road Pump Station (NERPS) and the Akuna Road Pump Station (ARPS) from one (1) ML to two (2) ML.
2. Acknowledges the long-term financial benefit of proceeding with the proposal, with estimated savings exceeding \$1 million across both sites.
3. Approves the scope change from one (1) ML to two (2) ML reservoirs, for the proposed cost of \$840,000.
4. Delegates authority to the General Manager (or relevant Director) to finalise contract variations and proceed with the works.

CARRIED**19.3 DOCTOR RETENTION AND ATTRACTION****RESOLVED OCM 022/26**

Moved: Cr Doug Pout

Seconded: Cr Joy Paddison

That Council:

1. Acknowledge that Parkes has an ongoing shortage of GPs and that supporting the doctors and practices already here is essential if we want to keep them in town and attract new ones.
2. Note that many regional Councils in NSW already help doctors get established through things like subsidised rent, subsidised accommodation, establishment support and other practical incentives.
3. That the rent on 31 Dalton Street surgery be maintained at the current amount for 12 months after which it can be reviewed, reduced rent not to exceed 3 years.

CARRIED

At 4:45 pm, the Council in Closed Session returned to Open Session.

RESOLVED OCM 023/26

Moved: Cr Marg Applebee

Seconded: Cr Doug Pout

That Ordinary Council Meeting:

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

CARRIED

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 4:48 pm.

This is the final page of the minutes comprising 18 pages numbered 1 to 18 of the Ordinary Council Meeting held on Tuesday, 20 January 2026 and confirmed on Tuesday, 17 February 2026.



MAYOR

7 DISCLOSURES OF INTERESTS

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

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

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

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

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

8 URGENT 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 PARKES ENERGY FROM WASTE PROJECT****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:** **Cr Neil Westcott****Annexures:** **A. Hon Chris Minns Premier - Requests re EfW** [↓](#)
B. Hon Paul Scully MP - Call-in Advice [↓](#)**MOTION**

That Council:

1. Receive and note the report
2. Formally object to the proposed Energy-from-Waste (EfW) facility within the Parkes Special Activation Precinct to:
 - enable the matter to be referred to the Independent Planning Commission for assessment under the established statutory process, and
 - ensure that the community's concerns are formally represented in the absence of comprehensive Government-supported information.
3. Reiterates its request to the Minister for Planning, that the proposal be called-in as a State Significant Development (SSD) and be referred to the Independent Planning Commission (IPC) at the earliest possible stage, given Council's objection, the scale, complexity, and public interest associated with the project.
4. Requests the NSW Government establish a coordinated, whole-of-government engagement process to provide clear, evidence-based information to the Parkes community regarding the proposal.
5. Maintain constructive engagement with both the proponent and the NSW Government, to ensure the communities interest are represented.
6. Continues to advocate for the introduction of a community-hosting-levy (similar to the NSW governments existing landfill waste levy), indexed annually, collected at the point of waste generation and directed to hosting communities.
7. Seeks to negotiate a Voluntary Planning Agreement with the applicant.
8. Authorise the General Manager to negotiate, prepare and submit all necessary correspondence, representations, and documentation to reflect Council's position and the issues outlined in this report.

PURPOSE

On the 30th of March last year, following the State Government Launch of the proponent to build an Energy from Waste Facility at the Parkes SAP, I wrote an open letter to the people of the Parkes Shire. In that letter I spoke of our commitment as a Council, and myself personally, to place safety of the environment and human health above all else as we sought to understand the risks and opportunity this development represented.

Today, almost 11 months on from that commitment, and in the absence of State Government assurances on health that is so important for community confidence, I ask Council to unanimously support a motion to formally object to this proposal to build an Energy from Waste facility in our Shire.

I note that in passing this motion the responsibility of demanding this proposal to proceed directly to the Independent Planning Commission will now be lifted from residents along with the need to provide 50 unique individual letters of objection.

Whether the EfW facility goes ahead or not remains a decision of the NSW State Government. We await the outcome of the Parliamentary Inquiry and the influence that it may have in support (or otherwise) of the community sentiment, State member opposition and Councils motion today.

This is not a passive or token position we are taking. We are asking in the strongest possible terms that the NSW Government look elsewhere (I would suggest the Sydney Basin) for its first EfW facility. Frankly we have been made to feel like second class citizens in this whole process!

Even as we oppose this facility, we know that our political influence is not strong when compared to the voting block east of the Blue Mountains. It will be important, no matter what the outcome is, that the best interests of our town and Shire are strongly articulated as a Council and through our General Manager and Directors. We all have a responsibility to firstly object but to also make sure that we are recognised as a community of great worth and value and that the wellbeing of our people and the land on which we live is our priority.

Background

The encouragement of EfW into NSW by government was announced as part of a NSW Government-led strategy to address the State's waste challenges. Parkes was identified as one of four permissible locations for EfW infrastructure under the NSW EfW Policy and Infrastructure Plan. The proponent, Parkes Energy Recovery (PER), was then selected through a government-managed process, and the proposed site is on government-owned land.

The proponent, PER, has been engaging and respectful, they are the innocent respondents to a State Government tender. They have opened an office in our town, had a stall at the local show, presented to business and made efforts to engage. They openly offer to consult with any individual or group interested. But no matter how honourable their intentions, they are the proponents of this project, and they will always be seen by the community through that lens.

At this point, the proposal remains in its formative stages. No Environmental Impact Statement has been submitted, nor have the detailed technical assessments required to properly evaluate the project been undertaken. Council has, until now, maintained a neutral position, consistently advocating for transparency, independent expert analysis, and genuine, government-led community engagement. However, in light of the circumstances outlined above, and the continued absence of clear and coordinated government support, maintaining that position is no longer tenable.

Report

As indicated above, this report recommends that Council adopt a position of objection, thereby enabling referral to the Independent Planning Commission (IPC) and that a public meeting be held by the IPC.

Council has now been lobbying the NSW Government for years to work with the Parkes community on the EfW project, but despite correspondence and depositions, we have been largely ignored. The most recent request for such support was to the Premier of NSW, which is attached, and had six (6) very basic requests.

1. Independent, peer-reviewed scientific assurance that the proposed facility is safe for people, environment and agriculture.
2. Referral of the project to the Independent Planning Commission (IPC) from the outset.
3. A whole-of-government taskforce to lead transparent engagement and restore trust.
4. Extension of the public exhibition period to allow meaningful community input.

5. The Secretary's Environmental Assessment Requirements (SEARs) should include agricultural and health safeguards, as well as the requirement for a binding Community Benefits Agreement and a Voluntary Planning Agreement (VPA).
6. If and only if the facility is proven safe, introduce a \$15/tonne community-hosting levy (similar to the existing landfill waste levy), indexed annually, collected at the point of waste generation and directed to host communities.

These requests have not been met, in fact, at the time of this report, the letter remains unanswered.

Independent, peer-reviewed scientific assurance that the proposed facility is safe for people, environment and agriculture

It is truly frustrating that the NSW Government has not worked with the Parkes community to explain the EfW facility given it has encouraged them into NSW. We are repeatedly told there are 1000's of EfW facilities across the world. They are apparently in cities and in agricultural areas. They are in Europe where agricultural standards are higher than our own, but no one can, or has, provide assurances of safety to humans or produce, this seems incredulous.

Referral of the project to the Independent Planning Commission (IPC) from the outset

Council has repeatedly asked for the EfW project to be referred to the IPC. It seems so apparent, the EfW project was State-initiated through an expression-of-interest process, it is located on State-owned land and currently will be assessed by the State as part of its response to a Statewide waste crisis. Referral to the IPC would therefore seem at the very least, good governance.

However, in response to Councils various requests the Hon Paul Scully MP, Minister for Planning and Public Spaces, has advised (see attached), in essence, that the project is under consideration to be called-in as State Significant Development (SSD) and if it is, it will be treated with due process, which I guess is not unreasonable. Further he advises, "*If the proposal is called-in as SSD, the Commission then becomes the consent authority and holds a public meeting where the Council object to the application, where more than 50 submissions by way of objection are made, or where the applicant has made a political donation*". In effect, the outlined process practically invites an objection from Council.

Albeit that the development application is not yet lodged, Councils objection, should, send a message to the NSW Government that independent planning assessment is considered essential by the Parkes community.

A whole-of-government taskforce to lead transparent engagement and restore trust

The NSW Government has repeatedly acknowledged that the State faces a waste crisis, yet its actions have not reflected the urgency of that declaration. Despite identifying Parkes as a permissible location for EfW infrastructure, the Government has failed to treat this as a crisis requiring a whole-of-government response. There has been no government-led coordinated task force, no comprehensive education campaign, and no meaningful engagement with the Parkes community.

Over several years, Council has repeatedly called on the NSW Government to lead a whole-of-government education campaign, provide evidence-based information, and establish mechanisms to ensure planning integrity and community benefit.

The absence of proactive government engagement has eroded community trust. The community now views the proposal as inequitable and unsafe, regardless of assurances from the proponent. Council's efforts to maintain neutrality have been undermined by the State's failure to provide credible science on these facilities, leaving only negative EfW information and the community feeling abandoned.

The Secretary's Environmental Assessment Requirements (SEARs) should include agricultural and health safeguards

I am pleased to advise that NSW Planning has invited Council to contribute to the development of the SEARs for this project, and a detailed response was provided covering the issues raised by the community with Council.

Safeguarding the community if the EfW project progresses - As unpalatable as it may seem, we must prepare to fight for the Parkes community if our efforts to prevent the proposal proceeding are unsuccessful.

Constructive engagement is not an endorsement; it is a disciplined commitment to safeguarding the wellbeing of the people we represent.

Critical Review of the proposal

The NSW Department of Planning has invited Council to provide comments for input to the Secretary's Environmental Assessment Requirements (SEARs), which we have done. As the various applications and studies are submitted, Council will critically review them against the community concerns raised with council.

Hosting Levy

If Parkes is to bear the burden of Sydney's waste, then government must demonstrate respect for this community through recognition and tangible benefits. Our request for a basic host-levy has been ignored for years.

Voluntary Planning Agreement

No discussions with the proponent have been held in relation to Voluntary Planning Agreements at this point. However, it would certainly be in the community's interest that Council seek to negotiate community benefits from the proponent. Given however that these agreements are "voluntary" our ability to negotiate are restricted.

CONCLUSION

In light of the persistent lack of answers, scientific assurance, and government leadership, it is my view that Council must now move from neutrality to formal objection. Council has waited patiently for the facts, for evidence, and for the NSW Government to lead the conversation it initiated, but our community has instead been left in a vacuum, unheard, uncertain, and without the information they reasonably deserve. In these circumstances, Council must now stand with the people of Parkes Shire.

A formal objection is not only justified, it is necessary. It will compel referral of this proposal to the Independent Planning Commission and guarantee a public meeting, finally giving our community an independent forum in which their voices must be heard. Parkes deserves the same protections afforded to metropolitan Sydney. If this technology is not considered safe or suitable for the city, then it is not safe or suitable for Parkes. Our duty is to fairness, clarity, and independent oversight, and that is exactly what this objection delivers.



Cr Neil Westcott

MAYOR



OFFICE OF THE MAYOR

5 December 2025

Ref: NW/KB

The Hon. Chris Minns MP
Premier of New South Wales
GPO Box 5341
Sydney NSW 2001

Dear Premier,

Parkes Energy-from-Waste Proposal – Government Inaction and Community Outrage

I write to you once again on behalf of the Parkes community with deep frustration and disappointment.

Sydney is facing an escalating waste crisis, with millions of tonnes of residual waste projected to have no disposal pathway within the next decade. One of the few viable solutions identified by government is Energy-from-Waste (EfW), and Parkes has been earmarked as a strategic location for such a facility. This technology is new to Australia, indeed, unprecedented for a regional community like Parkes.

While the government has set regulations, emission limits, and licensing frameworks, it has made no meaningful attempt to explain these facilities to the public or provide independent evidence that they are safe. Instead, the government has placed the entire burden on the proponent to prove safety. That approach is flawed, proponents will always be seen as influenced by self-interest, and their assurances will never carry the weight of independent, government-sponsored science. Proponents have site-specific obligations, but they cannot be the sole source of truth on a technology that is new to this country.

Government must lead, sponsor, and present the evidence that demonstrates whether EfW facilities protect human health and the environment or if there is inherent safety risks. Globally, hundreds of EfW plants operate, and decades of research should exist to answer this question, but that proof has not been shared with our community. The result is apparent, submissions to the current Parliamentary Inquiry are overwhelmingly negative, which signals either a fundamental flaw in these facilities or a failure to properly inform and engage communities about what EfW is, how it works, why it is needed, and whether it is indeed safe.

Until transparent, peer-reviewed evidence is provided and explained by government, not just proponents, social licence cannot exist, and this project will remain mired in mistrust and misinformation.

In early 2022 the NSW government ran an information session on EfW in Parkes, which we hoped would be the start of an education campaign, but there has been nothing since. Parkes Council has sought constructive engagement, first with the previous government and now with yours, regarding the proposed EfW facility within the Parkes Special Activation Precinct (SAP). Despite countless letters, submissions, and meetings, we are still waiting for any meaningful action. We feel our request for action is ignored. Agencies have failed to provide factual, evidence-based information. The community has been left in an information vacuum.

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This project has lost its social licence through a lack of government leadership. Communities no longer accept compliance as proof of safety, they expect strong leadership, genuine collaboration and transparency. Regulatory oversight alone is not enough, regulators must support, not replace, ministerial leadership. Government must lead decisively, work openly with the community, and ensure independent oversight. Above all, community health must be proven paramount through independent, peer-reviewed evidence, presented openly to the community. Social licence is built on strong leadership, authentic engagement and delivering beyond expectations. At present, your government has not demonstrated these qualities.

Nowhere in the NSW Government's advice is there clear information that these facilities are safe. The easily drawn conclusion therefore is that they are not!

As you know the NSW Legislative Council's Parliamentary Inquiry into EfW facilities is now underway. While the inquiry is welcome, your government should not need an inquiry to act on matters of safety, transparency, and fairness. These are fundamental responsibilities. The people of Parkes deserve leadership on this matter.

Council has asked for simple, reasonable measures:

1. Independent, peer-reviewed scientific assurance that the proposed facility is safe for people, environment and agriculture. With hundreds, if not thousands, of EfW plants operating worldwide, this information should be readily available and transparently provided. If safety cannot be unequivocally demonstrated, the project must not proceed. This should be business as usual for the Chief Scientist and therefore no cost to government.
2. Referral of the project to the Independent Planning Commission (IPC) from the outset to uphold planning integrity. This will ultimately happen anyway, so there is no additional cost to government.
3. A whole-of-government taskforce to lead transparent engagement and restore trust. Again, this should be business as usual for the agencies, and therefore no additional cost to government.
4. Extension of the public exhibition period to allow meaningful community input. No additional cost to government.
5. The Secretary's Environmental Assessment Requirements (SEARs) should include agricultural and health safeguards, as well as the requirement for a binding Community Benefits Agreement and a Voluntary Planning Agreement (VPA). No additional cost to government.
6. If and only if the facility is proven safe, introduce a \$15/tonne community-hosting levy (similar to the existing landfill waste levy), indexed annually, collected at the point of waste generation and directed to host communities (whomever they may be), as a modest recognition of the disproportionate burden borne by regional towns supporting the city waste crisis and to help build social licence. This is an additional levy collected in the same manner as the landfill levy, extra administrative cost would be negligible, therefore no cost to government.

Further, I draw your attention to the Regional Growth NSW Development Corporation (RGDC) and its current Expressions of Interest for the next release of the Parkes Special Activation Precinct. It is imperative that RGDC establish clear criteria with a strong bias toward agricultural value-adding and clean, green industries. Our vision is for a precinct that champions innovation, sustainability, and premium food production, not one that undermines our reputation and divides our community.



Council has exercised patience and neutrality since the project inception, in expectation that the NSW Government would provide the facts, leadership, and transparency this community deserves. Sydney's waste crisis is clearly driving decisions that affect Parkes, but the Government has offered Parkes no meaningful assurances on safety, planning integrity, or fairness. This failure has left many residents deeply concerned and others increasingly uncertain, creating division where clarity should prevail.

Council's responsibility is to protect the interests of all its citizens, those who see opportunity and those who fear the risk. But when government neglect erodes trust and leaves critical questions unanswered, neutrality becomes untenable.

This development has fractured our community, creating division where there should be confidence and clarity. Council's foremost responsibility is to protect the interests of all residents and to restore unity. If opposing this project is the only way to achieve that, then we will do so without hesitation. Our position is not driven by ideology but by principle! Community health, trust, and cohesion are non-negotiable. Parkes deserves leadership that unites, not uncertainty that divides. If government will not lead, Council will, decisively and transparently, in the best interests and to unite the people we serve.

Premier, the time for passive observation has long passed. The people of Parkes deserve clarity, respect, and meaningful participation in decisions that affect their future. I implore you to act now, convene the taskforce, direct the referral to IPC, commit to an extended exhibition period, implement the hosting levy, and instruct RGDC to prioritise clean and green industries in the SAP.

These are not radical demands. They are essential steps to restore trust, safeguard public health, and reunite a community fractured by uncertainty and inaction.

Yours faithfully



Cr Neil Westcott
Mayor

The Hon Paul Scully MP
Minister for Planning and Public Spaces



Ref: MDPE25/1833
Your Ref: NW:KB:TML and NW/KB

Cr Neil Westcott
Mayor
Parkes Shire Council
PO Box 337
PARKES NSW 2870
council@parkes.nsw.gov.au

Dear Mayor

Thank you for your correspondence on behalf of Parkes Shire Council regarding a proposed energy from waste facility in the Parkes Special Activation Precinct (SAP). I note the community's active engagement on this proposal and note your request for an extended public exhibition period as well as determination by the Independent Planning Commission (the Commission).

If the proposal progresses to submit a development application, it must be supported by a suite of detailed environmental impact and risk assessments which will be set out in the Secretary's Environmental Assessment Requirements (SEARs). This includes detailed assessments of any potential impacts on human health, agriculture and drinking water quality, transport impacts, social and economic impacts, and a comprehensive community and stakeholder engagement strategy. The SEARs will be prepared in consultation with all relevant government stakeholders including Council who I understand participated in a Planning Focus Meeting held on Tuesday 9 November 2025.

Any application received by the Department of Planning, Housing and Infrastructure will undergo a thorough assessment and be considered on its merits. This will include ongoing engagement with Council and the community as well as seeking advice from independent experts and key government stakeholders. All applicants are required to demonstrate their facility will comply with strict air quality and operating standards as set out in environmental legislation and policies, which provide stringent protections for human health and the environment.

As Council is aware, projects assessed by the Department are generally exhibited for public feedback for a minimum period of 28 days. However, there are opportunities to extend this period to provide the community more time to consider the application. The Department will decide on the exhibition timeframe for the Parkes energy from waste proposal when the development application is formally lodged.

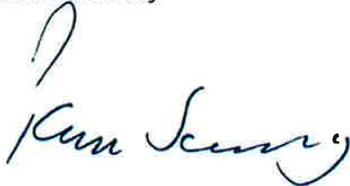
Under the SAP planning framework, the proposed development follows a bespoke planning pathway set up for development in the SAPs. However, in this instance I have sought the advice of the Commission regarding a potential call-in of the proposal as State Significant Development (SSD). If the proposal is called-in as SSD, the Commission then becomes the consent authority and holds a public meeting where the Council object to the application, where more than 50 submissions by way of objection are made, or where the applicant has made a political donation.

I would like to assure Council and the community that the Department's approach to the assessment of the Parkes energy from waste proposal will be consistent with the approach taken for any other energy from waste proposals in NSW, regardless of the consent authority.

Should you have any further questions, Sally Munk, Principal Planner, Industry Assessments at the Department can be contacted on 02 9274 6431 or sally.munk@planning.nsw.gov.au.

Thank you for bringing this to my attention.

Yours sincerely



Paul Scully MP
Minister for Planning and Public Spaces

15/1/26

10.2 MEETINGS, FUNCTIONS AND EVENTS ATTENDED BY MAYOR AND COUNCILLORS

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

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

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

Author: **Cr Neil Westcott**

Annexures: **Nil**

MOTION

That Council:

- Note the report on the Meetings functions and events attended in an official capacity, by the Mayor and Councillors during the period 16 January 2026 to 12 February 2026.

REPORT

Table 1: lists the Meetings, functions and events attended by the Mayor and Councillors during the period 16 January 2026 to 12 February 2026:

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

Date	Function
Monday 19 January	Peak Hill Community Consultative Committee meeting Mayor Neil Westcott and Deputy Mayor Marg Applebee Apology: Cr Louise O’Leary
Tuesday 20 January	Ordinary Council Meeting, Council Chambers All Councillors and Directors Invited
Sunday 25 January	Australian Citizenship Ceremony for Pre-Australia Day Mayor Neil Westcott, Deputy Mayor Marg Applebee, General Manager Kent Boyd, Cr Doug Pout and Cr Joy Paddison Apology: Cr Bill Jayet and Cr George Pratt
Monday 26 January	Australia Day Award Ceremony Mayor Neil Westcott, Deputy Mayor Marg Applebee, Cr Joy Paddison and Cr Doug Pout Along with the Australia Day Committee
Tuesday 3 February	Tour of Parkes Pool & Presentation Mayor Neil Westcott, Cr Joy Paddison, Cr Doug Pout, Cr Kenny McGrath, Cr George Pratt and Cr Matthew Scherer. General Manager Kent Boyd, Andrew Francis, Marisa Malherbe, Annalise Teale, Jaco Barnard, Bronte O’Shannessy Apology: Deputy Mayor Marg Applebee Parkes Tractor Trekkers Certificate Presentation

	<p>All Councillors & Directors Apology: Cr Louise O’Leary</p> <p>Councillor Workshop, Council Chambers</p> <p>All Councillors & Directors Apology: Cr Louise O’Leary</p>
<p>Saturday 7 February</p>	<p>Welcome and Commission of new Minister the Reverend Steve Cimarosti, Anglican Parish Parkes</p> <p>Mayor Neil Westcott and Deputy Mayor Marg Applebee</p>
<p>Monday 9 February</p>	<p>Bogan Gate Community Consultative Committee Meeting</p> <p>Cr George Pratt</p>
<p>Tuesday 10 February</p>	<p>Arrival of a Fokker F100 jet to HARS Museum at Parkes Airport</p> <p>Mayor Neil Westcott, Deputy Mayor Marg Applebee and Cr Joy Paddison</p> <p>Parkes Shire Australia Day Committee Meeting</p> <p>Mayor Neil Westcott, Deputy Mayor Marg Applebee and Cr Doug Pout</p>
<p>Wednesday 11 February</p>	<p>Central West Lachlan Landcare Meeting</p> <p>Cr Bill Jayet</p> <p>Tullamore Community Consultative Committee meeting</p> <p>Cr George Pratt</p>



Pictured: Mayor Neil Westcott, Cr Joy Paddison, Dr Skye Charry, Professor HY Willam Chan, Deputy Mayor Marg Applebee and Cr Doug Pout at Australian Citizenship Ceremony on 25th January



Pictured: Cr Doug Pout, Mayor Neil Westcott, Deputy Mayor Marg Applebee and Cr Joy Paddison accompanied by Dr Skye Charry and Professor HY Willam Chan (Parkes Shire Council 2026 Australia Day Ambassadors) along with our new Citizens at the Australian Citizenship Ceremony on 25th January



Pictured: Mayor Neil Westcott and Mr Peter Guppy from the Australia Day Committee with the Australian Day Award winners and nominees at the Australian Day Award Ceremony on 26th January



Pictured L to R: Official Party of the Ceremony: Mrs Kim Robinson (MC), Mr Tim Keith (Parkes Shire Australia Day Committee Chairperson), Deputy Mayor Marg Applebee, Mayor Neil Westcott, Dr Skye Charry (Australia Day Ambassador), Mr Al Gersbach (Parkes Sports Council President), Reverend Brian Schmalkuche, Mrs Jeanette MacGregor (Ron Harrison OAM's daughter) and Mr Charlie Oraha (Welcome to Country) singing the National Anthem along with Kimberley Ryan



Pictured: Alison Westcott, Cr Joy Paddison and Parkes Shire Council Young Citizen of the Year, Nenyasha Munodawafa at the Australia Day Ceremony in Cooke Parke on 26th January



Pictured: Mayo Neil Westcott, Cr George Pratt and Cr Joy Paddison at the Car Display in Cooke Park on 26th January for Australia Day



Pictured: Cr Doug Pout, Cr George Pratt, Cr Bill Jayet, Melissa Jefferay, Deputy Mayor Marg Applebee, Richard Jefferay, Mayor Neil Westcott, Cr Joy Paddison, Cr Matthew Scherer and Cr Kenny McGrath at the Tractor Trekkers certificate presentation on 3rd February



Pictured: Mr Jamie Chaffey MP (Federal Member for Parkes), new Minister the Reverend Steve Cimarosti, Diocesan Bishop Mark Calder, Mr Philip Donato MP (State Member for Orange), Deputy Mayor Marg Applebee and Mayor Neil Westcott at the commissioning of new Minister the Reverend Steve Cimarosti, Anglican Parish Parkes on 7th February.



Pictured: Cr Joy Paddison, Mayor Neil Westcott, Deputy Mayor Marg Applebee and Mike De La Hunty from the HARS Parkes Aviation Museum at the arrival of a Fokker F100 jet on 10th February.



Cr Neil Westcott

MAYOR

10.3 COMING KNOWN EVENTS FOR MAYOR AND COUNCILLORS

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

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

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

Author: **Cr Neil Westcott**

Annexures: **Nil**

MOTION

That Council:

- Note the known upcoming meetings, functions and events for the Mayor and Councillors for the period 16 February 2026 through to 12 March 2026:

REPORT

Table 1 below, lists the upcoming meetings, functions and events requiring the attendance of the Mayor or Councillors in relation to community or civic matters during the period 16 February 2026 through to 12 March 2026:

Table 1: Known upcoming Meetings, Functions and Events for Mayor and Councillors	
Date	Function
Monday 16 February	CWA of NSW - Parkes Executive Meeting held in Parkes Mayor Neil Westcott
Tuesday 17 February	PSC Economy, Destination and Events Advisory Committee Meeting Mayor Neil Westcott, Deputy Mayor Marg Applebee, Cr Bill Jayet, Cr Joy Paddison, Cr Doug Pout, Cr Glenn Wilson and General Manager Kent Boyd Jack Scoble Presentation Invited: All Councillors and Directors Ordinary Council Meeting Invited: All Councillors, General Manager and Directors Apology: Cr Louise O'Leary
Monday 23 February	Peak Hill Community Consultative Committee meeting Mayor Neil Westcott and Deputy Mayor Marg Applebee

Date	Function
Thursday 26 February	Central NSW Joint Organisation (CNSWJO) Board Meeting Invited: Mayor Neil Westcott and General Manager, Kent Boyd Trundle Community Consultative Committee meeting Deputy Mayor Marg Applebee
Tuesday 3 March	Councillor Workshop including Presentations from Sprouts and Sunrise Mine Invited: All Councillors and Directors



Cr Neil Westcott

MAYOR

11 NOTICES OF MOTION/QUESTIONS WITH NOTICE**11.1 SHOPPING TROLLEYS - TOWN PRESENTATION AND PUBLIC SAFETY****Councillor:** Cr Doug Pout**Annexures:** Nil**MOTION**

That Council:

1. Notes community concerns regarding the increasing number of abandoned shopping trolleys throughout Parkes, including in residential areas, roadways, and public spaces.
2. Notes the associated concerns relating to:
 - Town presentation and amenity
 - Public safety and road hazards
 - Costs and inconvenience borne by residents who relocate abandoned trolleys
 - Hygiene concerns relating to food contact surfaces
 - Environmental inconsistencies arising from increased single use plastics associated with hygiene concerns
3. Requests that Council engage with local supermarket and major retail operators, including Coles, Woolworths, and Big W, to discuss:
 - Current trolley retrieval systems
 - Potential containment measures such as coin return systems, geo fencing, or wheel lock technology
 - Retailer responsibility for proactive management and retrieval
4. Requests a report be presented to Council within a reasonable timeframe, following engagement with local supermarket and major retail operators, outlining:
 - Feedback from retailer engagement
 - Available containment and management options
 - Potential enforcement and cost recovery mechanisms available to Council should voluntary measures prove insufficient
 - Any relevant legislative considerations

OFFICER'S COMMENT**Author:** Annalise Teale, Director Planning and Community Services**Commentary:**

When a shopping trolley is reported to Council as abandoned on Council property, the Rangers investigate and notify the supermarkets through the trolley tracker app (Woolworths and Big W) or

the Coles app (Coles). These are apps that the public can also use and notify the supermarkets of abandoned trolleys.

Once notified through the app, the trolley cannot be impounded by Council for a minimum of 4 days under the Public Spaces (Unattended Property Act) 2021. Generally, the supermarkets collect the trolleys, however if for any reason they don't, Council then impounds and disposes of the trolley. Should the trolley be in a position which is considered to be a hazard or danger to the public, the trolley can be removed immediately.

Making the community aware of the apps through promotion and advertisement may assist with the quicker removal of trolleys. Taking note of the below recommendation, engagement with the major supermarkets can also be completed to identify systems that may reduce the number of abandoned trolleys, with the outcomes reported back to Council.

Cost recovery can be assisted through the sale of trolleys, however with the introduction of plastic trolleys, these are often disposed of at the waste depot upon impounding. The issue of Penalty Infringements Notices can also be enforced if required. Any impounding or enforcement procedures are to be done in accordance with the Public Spaces (Unattended Property) Act 2021.

12 COUNCILLOR REPORT(S)

Nil

13 REPORTS OF COMMITTEES**13.1 MINUTES OF THE LOCAL TRAFFIC FORUM MEETING HELD ON 4 FEBRUARY 2026****IP&R Linkage:** **Pillar:** Leadership**Goal:** Our local government is open, accountable and transparent.**Strategy:** Provide open and transparent decision-making and undertake the civic duties of Council with professionalism and integrity.**Author:** **Sue McGrath, Business Support Coordinator****Authoriser:** **Sharon Ross, Acting Director Operations****Annexures:** **A. Local Traffic Forum Meeting Minutes - 4 February 2026**

RECOMMENDATION

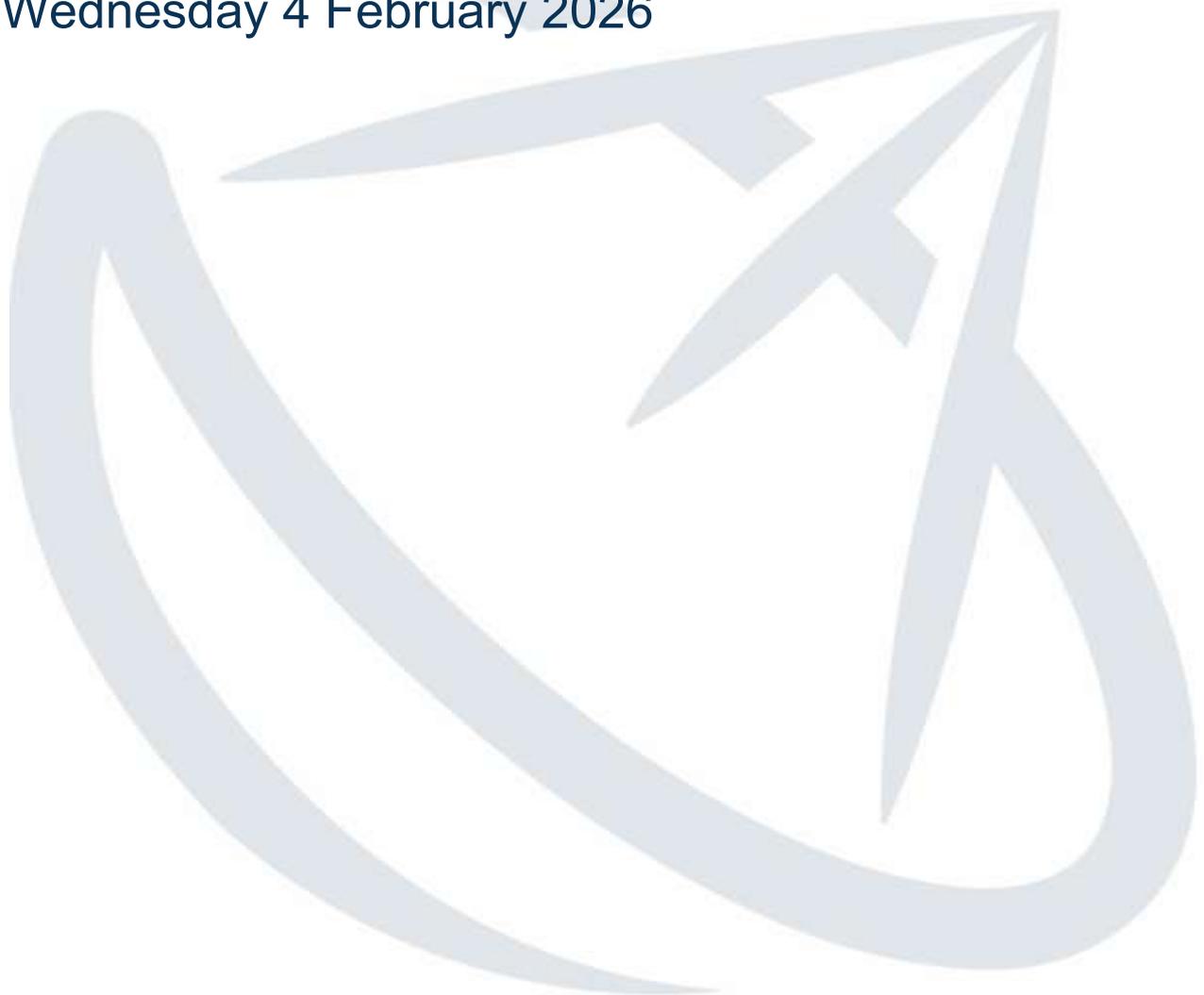
That Council:

1. Receive and confirm the Minutes of the Local Traffic Forum Meeting held on Wednesday 4 February 2026 appended at *Annexure A*.
-

Local Traffic Forum Committee

Minutes

Wednesday 4 February 2026



Minutes of the Local Traffic Forum Committee**Held on Wednesday, 4 February 2026 at the****Committee Room, 2 Cecile Street, Parkes****Present:**

Cr Ken McGrath	Councillor
Mr Jason Nicholson	Transport for NSW
Mr Mitchell Gage	NSW Police
Mr Chris McQuie	Western Road Liners

Council Officers in Attendance:

Ben Coultas	Senior Design Engineer
Melanie Sutor	Road Safety Prevention Officer
Sue McGrath	Business Support Coordinator

NOTES

The meeting commenced at 09.03 am and concluded at 09.43am.

Order Of Business

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1 OPENING OF MEETING

The Chairperson declared the Local Traffic Forum Committee of Wednesday, 4 February 2026 open and welcomed Council Officials in attendance.

2 ACKNOWLEDGEMENT OF COUNTRY

The Chairperson read the following Acknowledgement of Country:

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

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

3 APOLOGIES

Nil

4 CONFIRMATION OF MINUTES

4.1 MINUTES OF THE LOCAL TRAFFIC FORUM COMMITTEE HELD ON 5 NOVEMBER 2025

RECOMMENDATION

That the Committee receive and confirm the Minutes of the meeting held on Wednesday 5 November 2025.

5 DISCLOSURES OF INTERESTS

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

Nil interests were disclosed.

6 LATE BUSINESS

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

7 OFFICERS' REPORTS**7.1 2026 ANZAC DAY - PARKES****FORUM RECOMMENDATION****Council Responsibilities:**

That:

1. Approval is subject to the applicants complying with the following conditions:
 - (a) Notify Emergency services, affected residents and community members of proposed road closures or detours. Road closures to be notified a minimum of 7 days prior to implementation.
 - (b) Allow for emergency vehicle access.
 - (c) Council reserves the right to cancel the approval at any time.
 - (d) If the event is held on a State road that the Council request Road Occupancy Licence (ROL) from Transport for NSW for the event activities.

This recommendation does not commit Council to providing further assistance or provision of equipment for the event

Event Organisers/Applicant Responsibilities:

That:

2. Approval is subject to the applicants complying with the following conditions:
 - (a) Control noise as required under the Protection of the Environment Operations (Noise Control) Regulation 2017.
 - (b) The organiser of the event to be responsible for and reimburse Council for cost of damage repairs, cleaning etc of the street if required.
 - (c) The organiser is to maintain the area in clean and tidy condition.
 - (d) That the organisers receive approval from the Police for holding a Public Assembly and relevant road closures.
 - (e) Confirmation of event times and traffic control times.
 - (f) Comply with Council Officer's reasonable directives.

7.2 2026 ANZAC DAY - PEAK HILL**FORUM RECOMMENDATION****Council Responsibilities:**

That:

1. Approval is subject to the applicants complying with the following conditions:
 - (a) Notify Emergency services, affected residents and community members of proposed road closure or detours. Road Closures to be notified a minimum 7 days prior to implementation.
 - (b) Allow for emergency vehicle access.
 - (c) Council reserves the right to cancel the approval at any time.
 - (d) If the event is held on a State road that the Council request Road Occupancy Licence (ROL) from Transport for NSW for the event activities.

This recommendation does not commit Council to providing further assistance or provision of equipment for the event

Event Organisers/Applicant Responsibilities:

That:

2. Approval is subject to the applicants complying with the following conditions:
 - (a) Control noise as required under the Protection of the Environment Operations (Noise Control) Regulation 2017.
 - (b) The organiser of the event to be responsible for and reimburse Council for cost of damage repairs, cleaning etc of the street if required.
 - (c) The organiser is to maintain the area in clean and tidy condition.
 - (d) That the organisers receive approval from the Police for holding a Public Assembly and relevant road closures.
 - (e) Confirmation of event times and traffic control times.
 - (f) Comply with Council Officer's reasonable directives.

7.3 2026 ANZAC DAY - BOGAN GATE**FORUM RECOMMENDATION****Council Responsibilities:**

That:

1. Approval is subject to the applicants complying with the following conditions:
 - (a) Notify Emergency services, affected residents and community members of and proposed road closure or detours. Road Closures to be notified a minimum 7 days prior to implementation.
 - (b) Allow for emergency vehicle access.
 - (c) Council reserves the right to cancel the approval at any time.
 - (d) If the event is held on a State road that the Council request Road Occupancy Licence (ROL) from Transport for NSW for the event activities.

This recommendation does not commit Council to providing further assistance or provision of equipment for the event

Event Organisers/Applicant Responsibilities:

That:

2. Approval is subject to the applicants complying with the following conditions:
 - (a) Control noise as required under the Protection of the Environment Operations (Noise Control) Regulation 2017.
 - (b) The organiser of the event to be responsible for and reimburse Council for cost of damage repairs, cleaning etc of the street if required.
 - (c) The organiser is to maintain the area in clean and tidy condition.
 - (d) That the organisers receive approval from the Police for holding a Public Assembly and relevant road closures.
 - (e) Confirmation of event times and traffic control times.
 - (f) Comply with Council Officer's reasonable directives.

7.4 2026 ANZAC DAY - TRUNDLE**FORUM RECOMMENDATION****Council Responsibilities:**

That:

1. Approval is subject to the applicants complying with the following conditions:
 - (a) Notify Emergency services, affected residents and community members of proposed road closure or detours. Road Closures to be notified a minimum 7 days prior to implementation.
 - (b) Allow for emergency vehicle access.
 - (c) Council reserves the right to cancel the approval at any time.
 - (d) If the event is held on a State road that the Council request Road Occupancy Licence (ROL) from Transport for NSW for the event activities.

These recommendation does not commit Council to providing further assistance or provision of equipment for the event

Event Organisers/Applicant Responsibilities:

That:

2. Approval is subject to the applicants complying with the following conditions:
 - (a) Control noise as required under the Protection of the Environment Operations (Noise Control) Regulation 2017.
 - (b) The organiser of the event to be responsible for and reimburse Council for cost of damage repairs, cleaning etc of the street if required.
 - (c) The organiser is to maintain the area in clean and tidy condition.
 - (d) That the organisers receive approval from the Police for holding a Public Assembly and relevant road closures.
 - (e) Confirmation of event times and traffic control times.
 - (f) Comply with Council Officer's reasonable directives.

7.5 2026 TRUNDLE ABBA FESTIVAL**FORUM RECOMMENDATION**

That:

1. The proposed be approved for:
 - (a) The Trundle & District Progress Association would like to request the closure of Forbes Street (Cantrill St - Hutton St): Closed Friday 1 May 2026, 7:30am–5:00pm for event setup. Forbes Street (Parkes St - Hutton St): Closed 5:00pm Friday 1 May 2026 - 7:30am Sunday 3 May 2026 for the duration of the festival. Forbes Street (Cantrill St - Hutton St): Closed Sunday 3 May 2026, 7:30am - 1:00pm for pack down as per the attached TGS.

Council Responsibilities:

That:

2. Approval is subject to complying with the following conditions:
 - (a) Notify Emergency services of the proposed road closure.
 - (b) Allow for emergency vehicle access.
 - (c) Notify all local residents/businesses in the affected area of proposed traffic restrictions.
 - (d) Council reserves the right to cancel the approval at any time.
 - (a) If the event is held on a State road that the Council request Road Occupancy Licence (ROL) from Transport for NSW for the event activities.
 - (e) This recommendation does not commit Council to providing further assistance or provision of equipment for the event.

Event Organisers/Applicant Responsibilities:

That:

3. Approval is subject to the applicants complying with the following conditions:
 - (a) Provide Council with evidence of Current Public Liability Insurance, Parkes Shire Council, Transport for NSW & NSW Police Force, to be noted as an interested parties.
 - (b) Submit to Council duly completed form A1 "Special Event Transport Management Plan" and associated Traffic Management Plan for approval.
 - (c) Control noise as required under the Protection of the Environment Operations (Noise Control) Regulation 2008.
 - (d) The organiser of the event to be responsible for and reimburse Council for cost of damage repairs, cleaning etc. of the street if required.
 - (e) Comply with Council Officer's reasonable directives.
 - (f) The organiser is to maintain the area in a clean and tidy condition.
 - (g) That the organisers lodge with Council at least six (6) weeks prior to the event, a Schedule 1 form "Notice of Intention to Hold a Public Assembly".
 - (h) Risk assessment is provided for the event.

8 REPORT OF CONFIDENTIAL RESOLUTIONS

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

9 CONCLUSION OF MEETING

The meeting concluded at 09.43am.

This is the final page of the minutes comprising 10 pages numbered 1 to 10 of the Local Traffic Forum Committee held on Wednesday, 4 February 2026.

Cr Ken McGrath

CHAIRPERSON

13.2 MINUTES OF THE PARKES SPORTS COUNCIL MEETING HELD ON 10 FEBRUARY 2026**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:** **Anthony McGrath, Director Customer, Corporate Services and Economy****Annexures:** **A. Minutes of the Parkes Sports Council Meeting held on 10 February 2026** [↓](#)

RECOMMENDATION

That Council:

1. Receive and confirm the Minutes of the Parkes Sports Council Meeting held on Tuesday 10 February 2026 appended at *Annexure A*.
 2. Provide notice of intention to close Woodward Oval, Harrison Park (including Parker-Stone Field) and Keast park to Dogs in order to seek changes from dog owners and to report the results back to Council before proceeding with the closure.
-

10 Feb 2026 Sports Council Minutes

Tuesday, 10 February 2026 9:06 AM

Welcome

Al Gersbach welcomed all to the meeting.

Attendance

Luke Nash (Finances), Al Gersbach (Chair), Anthony McGrath (Secretary), Greg Morrissey (Mr Cricket), Richard Rice (Hockey), Andrew Thomas (Senior Rugby League), Wayne Osbourne (Soccer), Andrew Daley (Hockey), Cr D Pout, Michael Greenwood, Ken Keith (Golf),

Online

Linda Snyman (Dragon Boating), Doug Moore (Little Athletics)

Guests

Geoff Finn (Sports Fields Supervisor, Parkes Shire Council), Tim Gillogly (PSC), Graham Bayliss (PSC),

Apologies

Gail Richardson (Community Representative), Wilbur Harris (Netball), Jason O'Bryan (Junior League), Cr Louise O'Leary (Councillor Representative),

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

General Meeting

Notable Sporting Performances or Events

Bowls

- Peak Hill bowls team of Warren Towney, Ricky Read, Cooper Dart and Dylan Skinner took out the NSW Aboriginal Bowls tournament in Moree.

Little As

- Over 50 athletes attended Regional Champs in Dubbo (next step after zone)
- Approx 15 athletes competed at NSW Country Champs. Parkes athletes included 8-46 year olds.
- A number have made NSW state champs, this is currently being confirmed as other regions hold their champs

Dragon Boating

- Won the best float at the Parkes Elvis Festival street parade!

Cricket

- Bogan gate held Grinstead Cup for 18 challenges until beaten by West Wyalong
- Zack Guy selected in U16 NSW Country
- Greg Morrissey received a NSW Cricket Distinguished Service award.

Senior League

- Western Rams senior men's squad includes Junior Iglia and Tom Phillips

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 Grinstead Cup match this season	Luke Nash
12/03/2024	3	Investigate switchboard upgrade at SDF. Also lights out on Miriah Williams field (SW)	Geoff
0/04/2025	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	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
0/12/2025	8	Send sporting contacts to Cr O'Leary	Anthony
0/12/2025	9	Send out reminder to sporting groups to comment on the draft sports field masterplans	Anthony

Discussion / Action Taken

Update provided on the outstanding tasks as follows:

- There is no park run sign. However the sporting groups request that we seek approval from Scott Westcott to name the park run course after him. Anthony to follow up.
- The SMS controller will be sent to Halytech for repair.
- Wet weather guidelines discussed in general business
- There is currently no booking of Pioneer for car club rally.

Correspondence

The following items of correspondence was received or sent

- Advice of meeting and minutes sent out to groups.

Action

1 For information.

Grants Received

This item on the Agenda is for sporting groups to report any other grants they may have received.

Nil.

Sports Projects Update

Tim and Geoff provided the following update at the meeting.

- Lindner Oval irrigation has been installed and has already made a big difference.



- The Cheney Park lighting project was completed last week. Was under budget which allowed the replacement of older lighting with LEDs



- Berryman Oval Netball and Multicourt was completed. Carpark works next. Work included conduit which will allow lighting to be installed.
- Carpark marking to be completed next week.
- General fertilizer program to start very soon
- Town water connected to Pioneer, Spicer and soon to be added to Northparkes to ensure supply following issues with recycled water supply. This issue was also discussed in general business. The photo below was taken a Oval two weeks ago. The grass coverage has since greened up, especially after the recent rain.



Around the Grounds

Little A's

- Elvis camping
- Gala Day in March
- 4 competition nights left
- Ground has bounced back and new area looks good.

Dragon Boating

- Grading of road is great
- 2 missing floats at Lake Endeavour - Anthony to advise
- 3 members competing against other states at the Sunshine coast

Hockey

- Three major championships scheduled in May - will advise if PSC assistance is required
- Approached by Hockey NSW about another HockeyOne event later in the year
- Running a Super 6 hockey competition.

League

- PMP knockout at Parkes on 21 March
- Parkes accepted to play in West Wyalong knockout
- Western Rams v Riverina Bulls on 21 February
- Building up for a super tag gala day - 7-8 players interested locally
- Working bee on 14 February at Pioneer Oval.
- Installed another aerial to improve PA system.
- Pleased to see disability marking at Pioneer carpark and covered area under grandstand for wheelchairs
- Want to see the walkway from Pioneer to Spicer improved - Tim to follow up.
- The gate on the entry to pioneer needs attention - snap send solves have been sent in.

Soccer

- Training underway for youth premier league
- Would like larger fields marked on Parker Stone in next 2 weeks
- Rain has helped fields to recover
- Would like to see more rehab work done

Cricket

- Finals to be held on 21 March 28 March is the reserve weekend.
- Running Interblast junior cricket on hockey turf fields on a Friday night
- New set of covers worked well last week

Golf

- Monthly medal run and won
- Parkes in 4 pennants divisions
- Super 10s competition progressing well
- Course is suffering from a lack of water due to issues with recycled water supply.
- Parkes to hold a round of Veterans golf.

Currajong

- All abilities swimming carnival in March
- Keen to get SuperTag gala day up and running

Netball

- Netball AGM held recently, with all positions filled as well representative coaches awarded for the 2026 season.
- New committee are calling for team nominations now for the next comp due to start next month. Anyone interested please contact the netball assoc or checkout their Facebook page.
- Some more repairs are needed on the courts. Anthony to submit a CRM

Greenwood

- Praised the Australia Day sports awards, which ran well

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.

Luke thanked all winter sporting groups for paying their seasonal invoices.

Sporting Grounds - Operational Revenue						
	Budget	Actual	% Budget Received			
Sports Council - Leases/Usage Charges	\$61,731	\$38,107	74%			
Sports Council - SMS Lighting	\$16,210	\$9,753	42%			
	\$67,941	\$44,859	66%			
Sporting Grounds - Operational Expenditure						
	Budget	Actual	Committed	A + C	% Spent	Budget Remaining
Sporting Grounds Operating	\$293,701	\$160,262	\$0	\$160,262	55%	\$133,439
	\$293,701	\$160,262	\$0	\$160,262	55%	\$133,439
Sporting Grounds - Capital Expenditure						
Capital Expenditure Projects	Budget	Actual	Committed	A + C	% Spent	Budget Remaining
Berrymann Oval - Trundle (Flood Repairs) - Carpark, Tennis Courts & Pool Pump Shed (NSW Govt)	\$636,300	\$247,506	\$2,330	\$249,836	39%	\$386,464
Cheney Park Clubhouse Capital Improvements	\$40,000	\$10,913	\$0	\$10,913	27%	\$29,087
Cheney Park - Lighting Upgrade (ClubGrant \$210.5k & PMJRL \$75k)	\$285,580	\$203,482	\$70,715	\$274,197	96%	\$11,383
	\$921,880	\$450,988	\$73,045	\$524,033	57%	\$397,847

General Business

Passing of Local Sporting Identities

Michael Greenwood asked the groups the acknowledge the passing of Local Legend and all round sporting personality, Laurie Wakefield. Greg Morrissey also mentioned the passing of Bernie McGrath who was heavily involved in Junior Cricket and was a life member of the Parkes Marist Junior Rugby League club.

Dogs on Sports Fields

A report from Mr Scott Brackenridge regarding the issue of dogs on sports fields was tabled at the meeting (see attached). The recommendations/options were as follows:

1. The feedback the Rangers have received is that the public use these areas to exercise their dogs as they are large in area, has green watered grass and are fenced. Consideration could be given by Council to the installation of a new larger dog park to that of Bushman's Dam, that is irrigated. And/or;
2. Ban dogs from some or all sporting fields and parks. This would make it a lot easier for the Rangers to enforce penalties. Alternatively, strict enforcement could be applied for dogs to remain on a lead in these areas. Again, it would be a lot easier for compliance.

Additional signage can be installed, however given the amount of current signage, it appears that dog owners who don't pick up after their dog will likely continue to do so even if additional signage is installed. Given the areas can be monitored full-time, and identifying an offence for defecating on the fields is very difficult, it is likely that the issue will remain ongoing unless additional resources are provided to monitor the areas full-time.

Discussion

Other councils have introduced fines for not carrying a bag. Wayne Osbourne suggested that a temporary notice at Harrison Park Keast and Woodward warning of potential ban of dogs for a period of 6 weeks and to monitor for a change in usage habits.

Moved by Wayne Osbourne seconded by Andrew Daley that temporary signage be erected at Harrison, Keast and Woodward warning of potential closure of field to dogs due to owners not picking up after their dogs.



Sports
Council - ...

Cheney Park - Closure of Public Toilets

Manager of Facilities, Sharon Ross has advised that the public toilets at the rear of the Cheney Park Amenities block are to be closed to the public from 1 March 2026. Sporting Organisations can still use them during their activities they will be closed similar to the arrangements we have in place for all other sporting grounds.

The sporting groups present said that they would not be greatly impacted (Parkes Touch was not present) but were concerned that the closure of this block would remove the availability of a public toilet on the southern side of the oval.

Cheney Park - Carpark Utilisation

The carpark at McGlynn park needs line marking to guide vehicles especially when two sports are using the facilities. A request from Hockey to have line marking installed via an email from Louise Witherow will be followed up by Anthony.

Woodward Oval - Use for Soccer

Manager of Facilities has advised that the use of Woodward Oval for soccer activities has resulted in damage to the changerooms and there is ongoing concern about the potential damage to the turf wicket. The preference is for it to return to Harrison Park.

Wayne was concerned about the overuse of the fields at Harrison. Limited full size fields with lights at Harrison. The playing surface at Harrison is not at the standard for a premier league competition. Masterplan for Harrison is to have higher quality field available but this is not available. The turf wicket is well managed during the winter season, often needing to move training to Harrison. The damage caused by the visiting teams was repaired and paid for by the visiting clubs. The groups present felt that Woodward Oval should remain as the Premier League soccer ground.

Masters Games

Louise has advised the following options regarding the Masters Games:

- Changing the month to October/November and trying for later this year
- Leaving event in March and start advertising by June 2026 for March 2027
- Or if lack of interest, discontinue and close account and disperse any remaining funds.

There is a bit of Merchandise still on hand, along with banners, trophies etc.

The website is currently off-line at the moment.

Free Grant Information Sessions

Parkes Shire Council's Grants Team is inviting all community groups and sporting clubs across Parkes Shire to attend a free Grants Information Session to help organisations strengthen their grant applications and unlock funding projects. The session will be held on Thursday, 12 March from 6.00pm to 8.00pm in the large meeting room at the Parkes Shire Library, with supper provided. All groups are encouraged to attend.

Recycled Water Issues

The recycled water scheme was found lacking during the recent hot dry spell with a week of over 40 degrees. Graham Bayliss advised that a significant refurbishment program was undertaken in winter. During the hot spell the system failed following a number of breakdowns. In addition the town supply demand reached record levels. Together with the demand from the mine, there wasn't a lot of water available to the sporting fields. To alleviate the issues town water was connected to Pioneer and Spicer with a connection planned for Northparkes. Graham advised that additional storage is being considered for the recycled scheme. Sporting groups were concerned about the amount of raw water being used, which impacts on soil salinity. Also, the water can affect the efficiency of the watering systems, by blocking some of the components. However, most groups praised the efforts of the Open Spaces team in the work done to see the fields bounce back and in much better condition. The sporting groups agreed that work should continue to ensure water supply to sporting fields is available in future where there is high demand.

Next Meeting

10 March 2026 at 7pm.

Meeting Actions

Date	Item	Description	Responsible
10/02/2026	1	Seek approval from Scott Westcott to name the park run track in his honour	Anthony
10/02/2026	2	Follow up a report of issues with carparking at Cheney Park from Parkes Hockey	Anthony
10/02/2026	3	Report 2 missing safety floats at Lake Endeavour	Anthony
10/02/2026	4	Report issues with the surface of the Netball courts for Parkes Netball	Anthony

Attachments

1. Report - Dogs on Sports Fields.

Outlook

FW: Notes for Sports Council Meeting 10 February 2026

From Annalise Teale <Annalise.Teale@parkes.nsw.gov.au>
Date Tue 10/02/2026 9:01 AM
To Anthony McGrath <Anthony.McGrath@parkes.nsw.gov.au>

From: Scott Brakenridge <Scott.Brakenridge@parkes.nsw.gov.au>
Sent: Wednesday, 4 February 2026 4:24 PM
To: Annalise Teale <Annalise.Teale@parkes.nsw.gov.au>
Subject: Notes for Sports Council Meeting 10 February 2026

Hi Annalise,

Council resolved during the December Council Meeting to have clearer signage installed and the investigation of fines before being introduced for off-leash and defecating on sports fields offences.

As you are aware, the Rangers have increased patrols of Harrison Park, Woodward Oval & Keast Park during and after hours (including weekends). The feedback from the Rangers is that whilst dogs are off-leash the majority of the time, the timing and difficulties in catching a dog defecating and owner not picking up the waste is very difficult. Particularly during summer months when dogs are exercised into the later evening with increase daylight and the Rangers are not patrolling. To increase responsible dog ownership, they have handed out waste bags and reminded dog owners of their responsibilities during some of their patrols.

I have also completed an audit of the sporting fields and there does appear to be adequate signage installed currently:

Harrison Park:





Image 1: Signage installed to the Carpark/Entry from the carpark in Nash Street. signage (penalties that apply, and off-leash, waste responsibilities. signage at the pedestrian entrance from Nash Street carpark,

Image 2: Details of the
Image 3: Additional



Image 4: More signage at a pedestrian entrance from Nash Street Carpark, entry of Parker Stone Field to the North.

Image 5: Signage to the

Summary: There is only 1 pedestrian access that does not have signage from the Nash Street entrance to the fields.

Woodward Oval:





Image 1: Signage installed to the Carpark/Entry from Philips Street. **Image 2:** Signage installed to the pedestrian access to the northern side of the oval. **Image 3:** Signage installed to the Carpark/Entry from the carpark in Bushman Street.



Image 4: Details of the signage (penalties that apply, and off-leash, waste responsibilities).

Summary: There is only 1 pedestrian access that does not have signage from located on the northern side of the oval.

Keast Park:



Image 1: Signage installed to the Close Street frontage.

Image 2: Signage installed to the Grenfell Street frontage.

Image 3: Signage installed to the Hooley Street frontage.

Summary: Keast Park is not fenced and does have quite a lot of open areas for the public to access. Additional signage could be installed, however this park has the least amount of use for the applicable parks/ovals.

Recommendations/Options:

1. The feedback the Rangers have received is that the public use these areas to exercise their dogs as they are large in area, has green watered grass and are fenced. Consideration could be given by Council to the installation of a new larger dog park to that of Bushman's Dam, that is irrigated. And/or;
2. Ban dogs from some or all sporting fields and parks. This would make it a lot easier for the Rangers to enforce penalties. Alternatively, strict enforcement could be applied for dogs to remain on a lead in these areas. Again, this is a lot easier for compliance.

Additional signage can be installed, however given the amount of current signage, it appears that dog owners who don't pick up after their dog will likely continue to do so even if additional signage is installed. Given the areas cannot be monitored full-time, and identifying an offence for defecating on the fields is very difficult, it is likely that the issue will remain ongoing unless additional resources are provided to monitor the areas full-time.

I will discuss with you tomorrow.

14 REPORTS OF THE GENERAL MANAGER

14.1 LEAVE OF ABSENCE REQUESTS FROM COUNCILLOR JOY PADDISON AND COUNCILLOR LOUISE O'LEARY

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: Kent Boyd PSM, General Manager

Annexures: Nil

RECOMMENDATION

That Council:

1. Grant Councillor Louise O'Leary a leave of absence from the Ordinary Council meetings to be held on 17 February 2026 and 17 March 2026.
2. Grant Councillor Joy Paddison a leave of absence from the Ordinary Council meeting to be held on 17 March 2026.

BACKGROUND

A leave of absence is a formal permission granted by way of Council resolution to a Councillor excusing that Councillor's attendance at a particular meeting.

ISSUES AND COMMENTARY

Councillor Louise O'Leary is seeking leave of absence for the Ordinary Council meetings being held on 17 February 2026 and possibly 17 March 2026 as she will be unable to attend the meetings and other associated Councillor duties during that period, due to family health issues.

Councillor Joy Paddison is seeking a leave of absence for the Ordinary Council meeting to be held on 17 March 2026 and will be unable to attend to other associated Councillor duties during the week of 16 to 20 March 2026, due to being away on annual leave.

LEGISLATIVE AND POLICY CONTEXT

Section 5.5 of the Code of Meeting Practice states that where a councillor is unable to attend one or more meetings of the council or committees of council, the councillor should submit an apology for the meetings they are unable to attend, state the reasons for their absence and request that the council grant them a leave of absence. Section 5.6 states that the council must be reasonable when considering whether to grant the councillor's request for a leave of absence.

FINANCIAL IMPLICATIONS

No financial implications because of this report.

RISK IMPLICATIONS

No significant risks arise because of this report.

COMMUNITY CONSULTATION

No Community consultation is required.

14.2 INVESTMENTS AND BORROWINGS REPORT AS AT 31 JANUARY 2026

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. Investment Register - January 2026 [↓](#)
B. Loan Schedule - January 2026 [↓](#)

RECOMMENDATION

That Council:

1. Receive and note the Statement of Investments and Borrowings as at 31 January 2026.

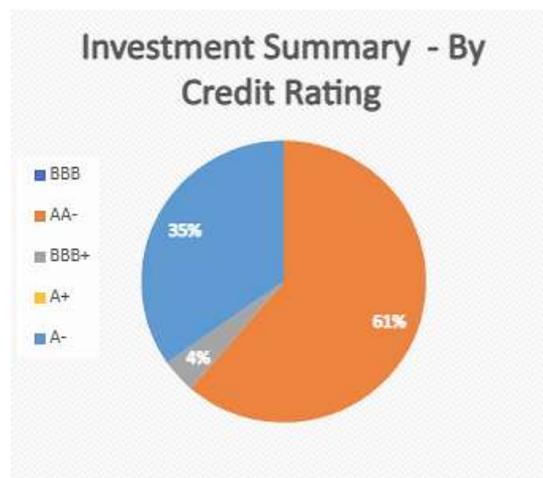
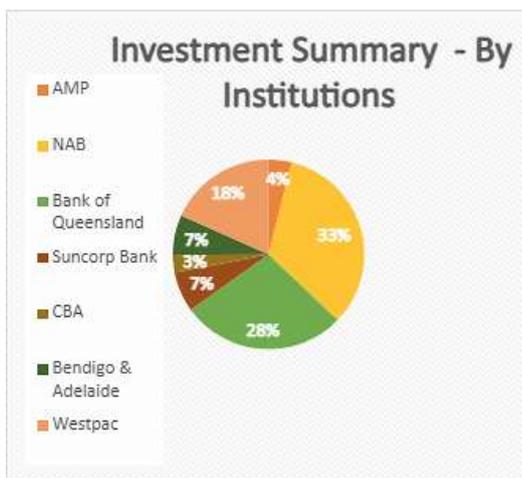
BACKGROUND

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

ISSUES AND COMMENTARY

The balance of Council’s investments as of 31 January 2025 stands at \$51,091,667 and the principal outstanding on council's borrowings at \$19,657,570. Investment holdings decreased by \$720 thousand during January.

On 31 January 2025, Council’s investment portfolio continued to yield 4.38 per cent per annum. The strong performance over longer-term timeframes continues to be driven by the handful of the longer-dated deposits that were originally invested beyond 9-12 months, as well as the FRN 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 January, all counterparties were within the Policy limits. Overall, the portfolio is diversified amongst the investment grade spectrum with no exposure to unrated ADI's.

COMMUNITY CONSULTATION

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

CONCLUSION

The Chief Financial Officer has certified that the investments listed in the Investment Summary have been made in accordance with section 625 of the Act, clause 212 of the Regulation and Council's Investment Policy. Council's investments continue to focus on capital protection, as well as compliance with the Investment Policy, whilst actively seeking the best return allowable within these parameters. It is recommended that Council receive and note the Statement of Investments and Borrowings as on 31 January 2026.

Parkes Shire Council Investment Register as at 31 January 2026						
ADI/Issuer	Rating	Investment Type	Principal	Yield	Settlement Date	Maturity Date
NAB	AA-	Term Deposit	1,000,000	4.30	5/15/2025	2/16/2026
NAB	AA-	Term Deposit	1,000,000	4.30	5/19/2025	2/19/2026
Suncorp Bank	AA-	Term Deposit	1,500,000	4.41	6/19/2025	2/19/2025
Suncorp Bank	AA-	Term Deposit	500,000	4.41	6/19/2025	2/19/2026
Bank of Queensland	A-	Term Deposit	2,000,000	4.14	8/28/2025	2/27/2026
NAB	AA-	Term Deposit	2,000,000	4.20	7/21/2025	2/27/2026
NAB	AA-	Term Deposit	2,500,000	4.10	8/21/2025	3/23/2026
Bank of Queensland	A-	Term Deposit	1,500,000	4.24	10/9/2025	4/9/2026
Bank of Queensland	A-	Term Deposit	1,500,000	4.19	10/23/2025	4/23/2026
Bendigo & Adelaide	A-	Term Deposit	1,500,000	4.24	1/19/2026	5/19/2026
NAB	AA-	Term Deposit	2,000,000	4.05	8/28/2025	5/28/2026
NAB	AA-	Term Deposit	3,000,000	4.10	6/30/2025	5/29/2026
Bank of Queensland	A-	Term Deposit	2,000,000	4.34	11/17/2025	6/17/2026
Bank of Queensland	A-	Term Deposit	1,000,000	4.34	11/24/2025	6/24/2026
Bendigo & Adelaide	A-	Term Deposit	2,000,000	3.89	8/29/2025	6/29/2026
AMP	BBB+	Term Deposit	2,000,000	4.40	1/15/2026	7/14/2026
Bank of Queensland	A-	Term Deposit	1,500,000	4.49	1/20/2026	7/20/2026
NAB	AA-	Term Deposit	1,000,000	4.10	8/21/2025	8/21/2026
Bank of Queensland	A-	Term Deposit	2,220,000	4.29	11/28/2025	10/28/2026
NAB	AA-	Term Deposit	1,500,000	4.15	10/29/2025	10/29/2026
NAB	AA-	Term Deposit	1,500,000	4.25	11/27/2025	11/27/2026
NAB	AA-	Term Deposit	1,500,000	4.60	1/9/2026	1/11/2027
CBA	AA-	Floating Rate Note	1,508,385	4.43	1/11/2022	1/14/2027
Suncorp Bank	AA-	Term Deposit	1,500,000	4.45	1/19/2026	1/19/2027
Bank of Queensland	A-	Floating Rate Note	2,526,400	4.41	11/12/2025	11/20/2028
Westpac	AA-	Cash at Call - Main	1,421,877		<i>At Call</i>	
Westpac	AA-	Cash at Call - Maxi	7,915,005		<i>At Call</i>	
Total			51,091,667			

Investment Balances by Type		
Term Deposit	37,720,000	
Floating Rate Note	4,034,785	41,754,785 <i>Investments</i>
Cash at Call - Main	1,421,877	
Cash at Call - Maxi	7,915,005	9,336,882 <i>Cash</i>
Total Balance - 31/12/2025	51,091,667	

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

Signed: *Jaco Barnard*

Parkes Shire Council Loan Register as at 31 January 2026							
Borrower (by Purpose)	Lender	System Loan No.	Loan Term Years	Date of Maturity	Interest Rate	Original Amount Borrowed \$	Principal Outstanding as 31 January 2026
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	357,199.12
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	10,357,889.66
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	19,657,569.90

14.3 MONTHLY FINANCIAL REPORT AS AT 31 JANUARY 2026**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. Directors Report - January 2026** [↓](#)**RECOMMENDATION**

That Council:

1. Receive and note the year-to-date financial reports for the period up to 31 January 2026.

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 an unfavourable consolidated net operating result of \$2.4m at the end of January which is \$3m over budget. The general fund reflected a loss of \$2.1m, the water fund reflected a profit of \$96k while the sewer fund reflected a loss of \$403k. The year-to-date income was \$3.2m more than budgeted, while the cash expenses were \$2.4m more than budgeted.

Depreciation was \$3.8m more than budget mainly 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 31 January 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 31 January 2026.

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.

PSC Income Statement 2025/2026
January Year to Date

	Consolidated			General Fund			Water Fund			Sewer Fund			Financial Commentary
	Act \$'000	Budget \$'000	Variance \$'000	Act \$'000	Budget \$'000	Variance \$'000	Act \$'000	Budget \$'000	Variance \$'000	Act \$'000	Budget \$'000	Variance \$'000	
Rates and annual charges	26,556	26,848	(292)	20,643	20,661	(18)	3,700	3,745	(45)	2,213	2,442	(229)	Pension Rebate (-\$81k), Waste (+\$57k), Water Access (-\$45k), Sewer Access (-\$229k)
User charges and fees	7,911	6,463	1,449	3,599	2,728	871	3,952	3,380	572	360	354	6	Waste (+\$493k) Asbestos and Inland rail, FDCare (+\$374k), Water NPM (+\$536k)
Interest and investment revenue	1,311	634	677	914	321	593	273	209	64	124	104	20	Higher cash balance due to grants and increase in interest rates.
Other revenues	1,461	971	490	1,429	909	519	33	48	(16)	0	13	(13)	Elvis sponsorship (+\$310k), Merchandise (+\$94k), Workers Comp (+\$18k)
Grants and contributions provided for opex	4,988	4,126	862	4,960	4,126	834	28	0	28	0	0	0	Fresh Start (+\$151k), FAGs (+\$1.5m), RMCC (-\$756k), Stronger CC (+\$122k), FDC (+\$200k), RFS (-\$105k), RSO Officer (-\$53k), Reghousing (-\$50k), Regional Drought (-\$75k), Business Dev (-\$100k), NoxinsProg (-\$63k)
Income	42,228	39,042	3,185	31,544	28,745	2,799	7,986	7,383	603	2,697	2,914	(216)	
Employee Cost	13,124	12,041	(1,083)	11,110	10,256	(855)	1,076	963	(113)	937	822	(116)	Works & Services (-\$577k), Water (-\$113k), Sewer (-\$116k)
Materials & Consumables	908	2,255	1,347	639	1,712	1,073	194	292	98	75	251	176	Fleet & Depot (+\$420k), Road maintenance (+\$578k), Pool (-\$88k), Water (+\$98k) Sewer (+\$176k)
External Services	9,976	7,599	(2,377)	8,905	6,357	(2,548)	857	719	(138)	215	523	308	Econ Dev (-\$201k), Events (-\$113k), Road maintenance (-\$945k), FDCare (-\$498k), Pool (-\$309k), Water (-\$138k), Sewer (+\$308k)
Water, Electricity & Statutory	2,279	2,042	(237)	907	629	(278)	1,296	1,273	(24)	75	140	65	Rates (-\$322k), Water (+\$43k)
IT & Communications	121	182	61	115	179	64	0	3	3	4	0	(4)	
Insurance	506	543	37	506	543	37	0	0	0	0	0	0	
Administration	2,358	1,965	(392)	2,040	1,719	(322)	283	229	(54)	35	18	(17)	Governance (-\$76k), Timing of IT subscriptions (-\$156k), Fleet & Depot (-\$109k), Water Licences (-\$54k)
Travel & Entertainment	188	150	(39)	184	138	(46)	3	9	5	1	3	2	Events (-\$57k)
Financials	245	305	60	169	305	137	35	0	(35)	41	0	(41)	Unwinding of discount (+\$84k)
Internal Charges	(1,176)	(1,235)	(60)	(2,720)	(2,739)	(19)	985	995	10	559	508	(50)	
Interest Paid	470	467	(3)	305	303	(2)	96	96	(0)	69	68	(1)	
Cost of Assets Sold	336	420	84	305	420	115	31	0	(31)	0	0	0	Profit due to vehicle sales.
Sale Proceeds of Assets	(478)	(282)	196	(415)	(282)	133	(63)	0	63	0	0	0	
Expenses	28,856	26,450	(2,406)	22,050	19,540	(2,510)	4,793	4,579	(215)	2,011	2,332	321	
Cash profit for the year	13,371	12,592	780	9,494	9,206	288	3,193	2,804	388	687	582	105	
Depreciation	15,749	11,905	(3,844)	11,564	8,124	(3,439)	3,097	2,759	(338)	1,089	1,022	(67)	Increase due to revaluation of roads assets.
Net Operation result as at January	(2,378)	686	(3,064)	(2,070)	1,081	(3,151)	96	46	50	(403)	(441)	38	

14.4 QUARTERLY BUDGET REVIEW AS AT 31 DECEMBER 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. [Parkes Shire Council - Quarterly Budget Review - 31 December 2025](#) ↓**RECOMMENDATION**

That Council:

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

BACKGROUND

In accordance with Clause 203 of the Local Government (General) Regulation 2005 not later than two months after the end of each quarter (except the June Quarter), the Responsible Accounting Officer must submit to Council a statement that shows by reference to the estimate of income and expenditure set out in the management plan that Council has adopted for the current year, a revised estimate of the income and expenditure for that year. The Office of Local Government (OLG) has updated its guidelines and provided a standardised reporting format in the August 2025 issue.

ISSUES AND COMMENTARY

Council's original net operating budgeted result for the year ending 30 June 2026 was a deficit of (\$2.97 million). This comprised an operating loss of (\$3.99 million) in the General Fund, partially offset by operating surpluses of \$0.93 million in the Water Fund and \$0.09 million in the Sewer Fund.

During the second quarter, further variations to the original budget were identified. As a result, Council is now projecting a revised net operating deficit of (\$8.13 million) for the year ending 30 June 2026, following some favourable movements recorded in the latter part of the quarter.

As previously reported, the primary driver of the significant variance from the original budget is an increase in depreciation expense of \$6.35 million. While depreciation is a non-cash item, it has a material impact on Council's operating result from continuing operations.

A range of favourable and unfavourable variations were identified during the second quarter (October to December 2025). Collectively, these variations have resulted in a net improvement to the consolidated operating result of \$1.095 million.

The table below summarises the proposed budget variations for inclusion in the Quarterly Budget Review for the quarter ended 31 December 2025.

Fund	Reporting Category	Budget Variation Amount	Reason for Proposed Variation
General	Income – User Fees & Charges	500,000	The increase in user fees and charges reflects higher income from commercial waste disposal at the Parkes Landfill Facility, driven by commercial activity exceeding budget estimates.
Water	Income – User Fees & Charges	550,000	Water consumption is higher than budget projections as a result of extended periods of below-average rainfall.
General	Income – Grants and Contributions provided for Operating Purposes	75,000	The recognition of income relates to NSW Government Community Improvement Districts (CID) funding agreements, under which funding is allocated across both operating and capital expenditure components
General	Income – Grants and Contributions provided for Capital Purposes	15,000	
General	Expense – Materials & Services	300,000	The recognition of expenditure relates to the rollout of Community Improvement District (CID) projects. Although the projects are fully funded, funding will be received from the NSW Government across multiple financial years.
General	Income – Interest and Investment Income	620,000	Investment interest income has increased significantly due to higher yields and larger average investment balances resulting from the timing of capital works.
Water	Income – Interest and Investment Income	50,000	
General	Income – Net gain from disposal of assets	200,000	The variance reflects the recognition of proceeds from the sale of fleet assets that were not included in the adopted budget.
General	Employee benefits and on costs	600,000	Employee costs have increased due to a reduction in capitalised salaries. This reflects a change in the allocation of staff costs from capital projects to operating activities rather than an increase in staffing levels or wage rates.

LEGISLATIVE AND POLICY CONTEXT

Local Government (General) Regulation 2005 Clause 203. The quarterly budget review monitors the progress of the 2025/26 operational budget, which programs the plan to achieve the actions, and strategic objectives set within Council's progressive delivery plan.

FINANCIAL IMPLICATIONS

The quarterly budget review for has been presented from a comparison between actuals vs. budget and budget forecast for each fund across council to 31 December 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

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulation 2005:

It is my opinion that the Quarterly Budget Review Statement for Parkes Shire Council for the quarter ended 31 December 2025 still indicates that Council's projected financial position at 30 June 2026 will be unsatisfactory at year end at a consolidated level and across general fund operations.

Quarterly Budget Review

31 December 2025



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QBRS FINANCIAL OVERVIEW											
Parkes Shire Council											
Budget review for the quarter ended 31/12/25											
DESCRIPTION	Previous Year	Current Year Original	Approved Changes	Approved Changes	Approved Changes	Revised	Recommended changes	Projected Year End (P/E)	VARIANCE	ACTUAL YTD	
	Actual 2024/25 \$000's	Budget 2025/26 \$000's	Review Q 1 \$000's	Review Q 2 \$000's	Review Q 3 \$000's	Budget \$000's	for council resolution \$000's	Result 2025/26 \$000's	ORIGINAL budget v P/E 2025/26 \$000's	2025/26 \$000's	
Net Operating Result before grants and contributions provided for capital purposes	General Fund	-5,606	-3,990	-5,622	0	0	-9,612	495	-9,117	-5,127	2,280
	Water Fund	1,909	930	-437	0	0	493	600	1,093	163	409
	Sewer Fund	695	92	-200	0	0	-108	0	-108	-200	5
	Consolidated	-3,002	-2,968	-6,259	0	0	-9,227	1,095	-8,132	-5,164	2,694
Operating Result from continuing operations (with capital grants and contributions) excluding depreciation, amortisation and impairment of non-financial assets	Consolidated	53,801	69,042	86	0	0	69,128	1,110	70,238	1,196	24,976
Borrowings	Total borrowings						0	0	0	0	
Liquidity	External restrictions	40,466	26,842	0	0	0	26,842	0	26,842	0	47,271
	Internal Allocations	10,086	7,710	0	0	0	7,710	0	7,710	0	4,077
	Unallocated	923	1,143	0	0	0	1,143	0	1,143	0	464
	Total Cash, Cash Equivalents and Inve	51,475	35,695	0	0	0	35,695	0	35,695	0	51,812
Capital	Capital Funding	46,528	73,835	0	0	0	73,835	0	73,835	0	12,863
	Capital Expenditure	46,528	73,835	0	0	0	73,835	0	73,835	0	12,863
	Net Capital	0	0	0	0	0	0	0	0	0	0
		Opening Balance	Total Cash Contributions Received	Total Interest Earned	Total Expended	Total Internal Borrowings (to)/from	Held as Restricted Asset	Cumulative balance of internal borrowings (to)/from			
		As at 1 July 2025 \$000's	As at this Q \$000's	As at this Q \$000's	As at this Q \$000's	As at this Q \$000's	As at this Q \$000's	As at this Q \$000's			
Developer Contribution	Total Developer Contributions	11,412	386	169	0	0	11,967	0			

Income and Expenses Budget Review Statement
Parkes Shire Council

Budget review for the quarter ended 31/12/2025

Consolidated Fund

Description	Previous Year	Current Year	Approved	Approved	Approved	Revised	Recommended	Projected	VARIANCE	ACTUAL
	Actual	Original	Changes	Changes	Changes	Budget	changes	Year End		YTD
	2024/25 \$000's	2025/26 \$000's	Review Q 1 \$000's	Review Q 2 \$000's	Review Q 3 \$000's	Budget \$000's	for council resolution \$000's	(PYE) Result 2025/26 \$000's	ORIGINAL budget v PYE 2025/26 \$000's	2025/26 \$000's
INCOME										
Rates and Annual Charges	30,886	32,557	0			32,557	0	32,557	0	26,217
User Charges and Fees	14,202	11,267	663			11,930	1,050	12,980	1,713	6,529
Other Revenue	1,600	717	380			1,097	0	1,097	380	983
Grants and Contributions - Operating	13,955	15,569	350			15,919	75	15,994	425	4,611
Grants and Contributions - Capital	36,334	51,600	0			51,600	15	51,615	15	8,904
Interest and Investment Income	2,147	1,087	300			1,387	670	2,057	970	1,129
Other Income	670	589	0			589	0	589	0	228
Net gain from disposal of assets	1,489	764	0			764	200	964	200	142
Total Income from continuing operations	101,283	114,150	1,693	0	0	115,843	2,010	117,853	3,703	48,743
EXPENSES										
Employee benefits and on-costs	21,610	20,641	0			20,641	600	21,241	600	11,403
Materials & Services	23,802	22,887	1,607			24,494	300	24,794	1,907	11,528
Borrowing Costs	1,046	800	0			800	0	800	0	403
Other Expenses	1,024	780	0			780	0	780	0	433
Net Loss from Disposal of Assets	0	0	0			0	0	0	0	0
Total Expenses from continuing operations excluding depreciation, amortisation and impairment of non financial assets	47,482	45,108	1,607	0	0	46,715	900	47,615	2,507	23,767
Operating Result from continuing operations excluding depreciation, amortisation and impairment of non financial assets	53,801	69,042	86	0	0	69,128	1,110	70,238	1,196	24,976
Depreciation, amortisation and impairment of non financial assets	20,469	20,410	6,345			26,755	0	26,755	6,345	13,378
Operating result from continuing Operations	33,332	48,632	-6,259	0	0	42,373	1,110	43,483	-5,149	11,598
Net Operating Result before grants and contributions provided for capital purposes	-3,002	-2,968	-6,259	0	0	-9,227	1,095	-8,132	-5,164	2,694

Income and Expenses Budget Review Statement
Parkes Shire Council

Budget review for the quarter ended 31/12/2025

General Fund

Description	Previous Year	Current Year	Approved	Approved	Approved	Revised	Recommended	Projected	VARIANCE	ACTUAL
	Actual	Original	Changes	Changes	Changes	Budget	changes	Year End	ORIGINAL	YTD
	2024/25	2025/26	Review	Review	Review	Budget	for council	Result	budget v PYE	2025/26
	\$000's	\$000's	Q 1	Q 2	Q 3	\$000's	resolution	2025/26	2025/26	2025/26
			\$000's	\$000's	\$000's		\$000's	\$000's	\$000's	\$000's
INCOME										
Rates and Annual Charges	19,524	20,803	0			20,803	0	20,803	0	20,653
User Charges and Fees	6,882	4,324	663			4,987	500	5,487	1,163	2,782
Other Revenue	1,294	816	380			1,196	0	1,196	380	983
Grants and Contributions - Operating	13,902	15,569	350			15,919	75	15,994	425	4,583
Grants and Contributions - Capital	20,835	24,252	0			24,252	15	24,267	15	5,787
Interest and Investment Income	1,355	550	180			730	620	1,350	800	722
Other Income	670	490	0			490	0	490	0	195
Net gain from disposal of assets	1,447	764	0			764	200	964	200	110
Total Income from continuing operations	65,909	67,568	1,573	0	0	69,141	1,410	70,551	2,983	35,815
EXPENSES										
Employee benefits and on-costs	18,550	17,581	0			17,581	600	18,181	600	9,646
Materials & Services	16,741	14,497	1,360			15,857	300	16,157	1,660	7,518
Borrowing Costs	622	520	0			520	0	520	0	262
Other Expenses	987	780	0			780	0	780	0	433
Net Loss from Disposal of Assets	0	0	0			0	0	0	0	0
Total Expenses from continuing operations excluding depreciation, amortisation and impairment of non financial assets	36,900	33,378	1,360	0	0	34,738	900	35,638	2,260	17,859
Operating Result from continuing operations excluding depreciation, amortisation and impairment of non financial assets	29,009	34,190	213	0	0	34,403	510	34,913	723	17,956
Depreciation, amortisation and impairment of non financial assets	13,780	13,928	5,835			19,763	0	19,763	5,835	9,889
Operating result from continuing Operations	15,229	20,262	-5,622	0	0	14,640	510	15,150	-5,112	8,067
Net Operating Result before grants and contributions provided for capital purposes	-5,606	-3,990	-5,622	0	0	-9,612	495	-9,117	-5,127	2,280

Income and Expenses Budget Review Statement										
Parkes Shire Council										
Budget review for the quarter ended 31/12/2025										
Water Fund										
Description	Previous Year	Current Year Original	Approved Changes	Approved Changes	Approved Changes	Revised	Recommended changes	Projected Year End (PYE)	VARIANCE	ACTUAL YTD
	Actual	Budget	Review	Review	Review	Budget	for council resolution	Result	ORIGINAL budget v PYE	2025/26
	2024/25 \$000's	2025/26 \$000's	Q 1 \$000's	Q 2 \$000's	Q 3 \$000's	\$000's	\$000's	2025/26 \$000's	2025/26 \$000's	2025/26 \$000's
INCOME										
Access Charges	6,572	6,829	0			6,829	0	6,829	0	3,345
User Charges	6,531	6,241	0			6,241	550	6,791	550	3,402
Fees	0	0	0			0	0	0	0	0
Grants & Contributions - Operating	53	0	0			0	0	0	0	28
Interest and Investment Income	554	358	90			448	50	498	140	285
Other Income	228	80	0			80	0	80	0	33
Net gain from disposal of assets	0	0	0			0	0	0	0	32
Total Income from continuing operations	13,938	13,508	90	0	0	13,598	600	14,198	690	7,125
EXPENSES										
Employee benefits and on-costs	1,538	1,651	0			1,651	0	1,651	0	946
Materials & Services	4,936	5,544	132			5,676	0	5,676	132	2,827
Borrowing Costs	231	164	0			164	0	164	0	83
Water purchase charges	423	490	0			490	0	490	0	304
Calculated taxation equivalents	0	0	0			0	0	0	0	0
Debt guarantee fee	0	0	0			0	0	0	0	0
Other Expenses	21	0	0			0	0	0	0	0
Net Loss from Disposal of Assets	0	0	0			0	0	0	0	0
Total Expenses from continuing operations excluding depreciation, amortisation and impairment of non financial assets	7,149	7,849	132	0	0	7,981	0	7,981	132	4,160
Operating Result from continuing operations excluding depreciation, amortisation and impairment of non financial assets	6,789	5,659	-42	0	0	5,617	600	6,217	558	2,965
Depreciation, amortisation and impairment of non financial assets	4,880	4,729	395			5,124		5,124	395	2,556
Surplus / (Deficit) from continuing operations before capital amounts	1,909	930	-437	0	0	493	600	1,093	163	409
Grants and Contributions - Capital	12,893	22,738	0			22,738		22,738	0	3,007
Surplus / (Deficit) from continuing operations after capital amounts	14,802	23,668	-437	0	0	23,231	600	23,831	163	3,416

Income and Expenses Budget Review Statement

Parkes Shire Council

Budget review for the quarter ended 31/12/2025

Sewer Fund

Description	Previous Year	Current Year Original	Approved Changes	Approved Changes	Approved Changes	Revised	Recommended changes	Projected Year End (PYE)	VARIANCE	ACTUAL YTD
	Actual	Budget	Review	Review	Review	Budget	for council resolution	Result	ORIGINAL budget v PYE	2025/26
	2024/25 \$000's	2025/26 \$000's	Q 1 \$000's	Q 2 \$000's	Q 3 \$000's	\$000's	\$000's	2025/26 \$000's	2025/26 \$000's	2025/26 \$000's
INCOME										
Access charges	4,790	4,925	0			4,925	0	4,925	0	2,219
User charges	704	614	0			614	0	614	0	303
Liquid trade-waste charges	85	88	0			88	0	88	0	42
Fees	0	0	0			0	0	0	0	0
Grants and contributions - Operating	0	0	0			0	0	0	0	0
Interest and Investment Income	238	179	30			209	0	209	30	122
Other Income	78	37	0			37	0	37	0	0
Net gain from disposal of assets	42	0	0			0	0	0	0	0
Total Income from continuing operations	5,937	5,843	30	0	0	5,873	0	5,873	30	2,686
EXPENSES										
Employee benefits and on-costs	1,522	1,409	0			1,409	0	1,409	0	811
Materials & Services	1,702	2,473	115			2,588	0	2,588	115	879
Borrowing Costs	193	116	0			116	0	116	0	58
Calculated taxation equivalents	0	0	0			0	0	0	0	0
Debt Guarantee fee	0	0	0			0	0	0	0	0
Other Expenses	16	0	0			0	0	0	0	0
Net Loss from Disposal of Assets	0	0	0			0	0	0	0	0
Total Expenses from continuing operations excluding depreciation, amortisation and impairment of non financial assets	3,433	3,998	115	0	0	4,113	0	4,113	115	1,748
Operating Result from continuing operations excluding depreciation, amortisation and impairment of non financial assets	2,504	1,845	-85	0	0	1,760	0	1,760	-85	938
Depreciation, amortisation and impairment of non financial assets	1,809	1,753	115			1,868	0	1,868	115	933
Surplus / (Deficit) from continuing operations before capital amounts	695	92	-200	0	0	-108	0	-108	-200	5
Grants and Contributions - Capital	2,606	4,610	0			4,610	0	4,610	0	110
Surplus /(Deficit) from continuing operations after capital amounts	3,301	4,702	-200	0	0	4,502	0	4,502	-200	115

Capital Budget Review Statement										
Parkes Shire Council										
Budget review for the quarter ended 31/12/2025										
Description	Previous Year	Current Year Original	Approved Changes	Approved Changes	Approved Changes	Revised	Recommended changes	Projected Year End (PYE)	VARIANCE	ACTUAL YTD
	Actual 2024/25 \$000's	Budget 2025/26 \$000's	Review Q 1 \$000's	Review Q 2 \$000's	Review Q 3 \$000's	Budget \$000's	for council resolution \$000's	Result 2025/26 \$000's	ORIGINAL budget v PYE 2025/26 \$000's	2025/26 \$000's
CAPITAL FUNDING										
Rates & other untied funding	4,367	7,975	0			7,975	0	7,975	0	2,545
Capital Grants & Contributions	36,334	51,600	0			51,600	0	51,600	0	6,279
Reserves - External Restrictions	5,827	12,595	0			12,595	0	12,595	0	2,374
Reserves - Internally Allocated	0	1,665	0			1,665	0	1,665	0	1,665
New Loans	0	0	0			0	0	0	0	
Proceeds from sale of assets	0	0	0			0	0	0	0	
Other	0	0	0			0	0	0	0	
Total Capital Funding	46,528	73,835	0	0	0	73,835	0	73,835	0	12,863
CAPITAL EXPENDITURE										
WIP	21,714	0	0			0	0	0	0	
New Assets	6,421	55,642	0			55,642	0	55,642	0	8,410
Asset Renewal	6,289	18,193	0			18,193	0	18,193	0	4,453
Other	12,104	0	0			0	0	0	0	
Total Capital Expenditure	46,528	73,835	0	0	0	73,835	0	73,835	0	12,863
Net Capital Funding - Surplus /(Deficit)	0	0	0	0	0	0	0	0	0	0

Cash and Investments Budget Review Statement

Parkes Shire Council

Budget review for the quarter ended 31/12/2025

Description	Previous Year	Current Year	Approved	Approved	Approved	Revised	Recommended	Projected	VARIANCE	ACTUAL
	Actual 2024/25 \$000's	Original Budget 2025/26 \$000's	Changes Review Q 1 \$000's	Changes Review Q 2 \$000's	Changes Review Q 3 \$000's	Budget \$000's	changes for council resolution \$000's	Year End (PYE) Result 2025/26 \$000's	ORIGINAL budget v PYE 2025/26 \$000's	YTD 2025/26 \$000's
Total Cash, Cash Equivalents & Investments	51,475	35,695	0			35,695	0	35,695	0	51,812
EXTERNALLY RESTRICTED										
Water Fund	9,991	5,456	0			5,456	0	5,456	0	12,745
Sewer Fund	8,889	5,423	0			5,423	0	5,423	0	7,896
Developer contributions - General	1,283	1,433	0			1,433	0	1,433	0	1,364
Developer contributions - Water	6,942	7,192	0			7,192	0	7,192	0	6,989
Developer contributions - Sewer	3,187	3,387	0			3,387	0	3,387	0	3,614
Transport for NSW Contributions	0	0	0			0	0	0	0	0
Domestic waste management	2,378	2,672	0			2,672	0	2,672	0	4,066
Stormwater management	1,103	1,279	0			1,279	0	1,279	0	1,279
Other	6,693	0	0			0	0	0	0	9,318
Total Externally Restricted	40,466	26,842	0	0	0	26,842	0	26,842	0	47,271
Cash, cash equivalents & investments not subject to external restrictions	11,009	8,853	0	0	0	8,853	0	8,853	0	4,541
INTERNAL ALLOCATIONS										
Employee entitlements	2,716	2,866	0			2,866	0	2,866	0	2,866
Town Improvement Fund	819	966	0			966	0	966	0	833
Special Infrastructure Fund	378	378	0			378	0	378	0	378
Advance Payment - FAGS - Local Roads	1,476	1,000	0			1,000	0	1,000	0	0
Advance Payment - FAGS - General	3,032	2,500	0			2,500	0	2,500	0	0
Parkes SES Unit Building	1,665	0	0			0	0	0	0	0
Other	0	0	0			0	0	0	0	0
Total Internally Allocated	10,086	7,710	0	0	0	7,710	0	7,710	0	4,077
Unallocated	923	1,143	0	0	0	1,143	0	1,143	0	464

Developer Contributions Summary																						
Parkes Shire Council																						
Budget review for the quarter ended 31/12/2025																						
Purpose	Opening Balance As at 1 July 2025 \$000's	Developer Contributions Received									Interest Earned Q1 \$000's	Interest Earned Q2 \$000's	Interest Earned Q3 \$000's	Monetary Amounts Expended Q1 \$000's	Monetary Amounts Expended Q2 \$000's	Monetary Amounts Expended Q3 \$000's	Internal Borrowings (to)/from Q1 \$000's	Internal Borrowings (to)/from Q2 \$000's	Internal Borrowings (to)/from Q3 \$000's	Held as Restricted Asset As at this Q \$000's	Cumulative balance of internal borrowings (to)/from As at this Q \$000's	
		Cash			Non-Cash Land			Non-Cash Other														
		Q1 \$000's	Q2 \$000's	Q3 \$000's	Q1 \$000's	Q2 \$000's	Q3 \$000's	Q1 \$000's	Q2 \$000's	Q3 \$000's												
Drainage																						0
Roads	348	16	18		0	0			0	0		2	3		0	0			0	0		387
Traffic facilities																						0
Parking	2	11	12		0	0			0	0		0			0	0			0	0		25
Open space	634	15	16		0	0			0	0		4	7		0	0			0	0		676
Community facilities	299	10	12		0	0			0	0		2	3		0	0			0	0		326
Other																						0
Total \$7.11 Under plans	1,283	52	58	0	0	0	0	0	0	0	0	8	13	0	0	0	0	0	0	0	0	1,414
S7.11 Not under plans																						0
S7.12 Levies																						0
S7.4 Planning agreements																						0
S64 Contributions	10,129	276	0		0	0			0	0		68	80		0	0			0	0		10,553
Other																						0
Total Developer Contributions	11,412	328	58	0	0	0	0	0	0	0	0	76	93	0	0	0	0	0	0	0	0	11,967

15 REPORTS OF THE DIRECTOR CUSTOMER, CORPORATE SERVICES AND ECONOMY**15.1 OPERATIONAL PLAN PROGRESS REPORT 2025/2026 - 1 JULY TO 31 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:** Teresa Cooper, Corporate Planning and Performance Coordinator**Authoriser:** Anthony McGrath, Director Customer, Corporate Services and Economy**Annexures:** A. Summary of the 2025-2026 Operational Plan Progress Report July - December 2025. [↓](#)**RECOMMENDATION**

That Council:

1. Adopt the 2025/26 Operational Plan Progress Report (1 July to 31 December 2025), linked at [Operational Plan Progress Report - July to December - 2025](#), pursuant to section 4.9 of the Integrated Planning and Reporting Guidelines.
2. Endorse the placement of the 2025/26 Operational Plan Progress Report (1 July to 31 December 2025) on Council's web site.

BACKGROUND

The Integrated Planning and Reporting ("IP&R") provisions of the *Local Government Act 1993* ("the Act") require Parkes Shire Council ("Council") to develop and adopt an inter-related suite of strategic documents, including a 10-year Community Strategic Plan, four-year Delivery Program, and annual Operational Plan.

Under the IP&R Guidelines issued by the Office of Local Government and prescribed under section 23A of the Act; Council's General Manager must ensure that progress reports are provided to the Council's governing body, with respect to the principal activities detailed in the Delivery Program, at least every six months.

ISSUES AND COMMENTARY

In line with Council's commitment to open, accountable and representative local government, Council has chosen to report on the implementation of its Delivery Program every six months.

The Operational Plan Progress Report (1 July to 31 December 2025) summarises Council's progress on the implementation of its Delivery Program 2025-2029. A summary of the report can be found at *Annexure A*. The full Operational Plan Progress Report (1 July to 31 December 2025) can be viewed by accessing the following link:

→ [Operational Plan Progress Report - July to December - 2025](#)

The report comprises the following sections:

- **Part 1 - Introduction:** Outlines the IP&R framework, including the role and purpose of the Operational Plan, and how Council plans and reports on the progress of its Delivery Program.
- **Part 2 - 2025/26 Operational Plan:** Outlines the Operational and Capital Funding Summary and key achievements in the implementation of the Delivery Program.
- **Part 3 – Certification and Regulation:** Reports on Council's progress in implementing the outputs outlined in the Certification and Regulation function of the Delivery Program.
- **Part 4 – Community and Culture:** Reports on Council's progress in implementing the outputs outlined in the Community and Culture function of the Delivery Program.
- **Part 5 – Commercial Enterprise:** Reports on Council's progress in implementing the outputs outlined in the Commercial Enterprise function of the Delivery Program.
- **Part 6 – Council and Corporate:** Reports on Council's progress in implementing the outputs outlined in the Council and Corporate function of the Delivery Program.
- **Part 7 – Economy and Activation:** Reports on Council's progress in implementing the outputs outlined in the Economy and Activation function of the Delivery Program.
- **Part 8 – Emergency Services:** Reports on Council's progress in implementing the outputs outlined in the Emergency Services function of the Delivery Program.
- **Part 9 – Environment and Sustainability:** Reports on Council's progress in implementing the outputs outlined in the Environment and Sustainability function of the Delivery Program.
- **Part 10 – Flooding and Drainage:** Reports on Council's progress in implementing the outputs outlined in the Flooding and Drainage function of the Delivery Program.
- **Part 11 – Open Space and Recreation:** Reports on Council's progress in implementing the outputs outlined in the Open Space and Recreation function of the Delivery Program.
- **Part 12 – Sewerage:** Reports on Council's progress in implementing the outputs outlined in the Sewerage function of the Delivery Program.
- **Part 13 – Transport:** Reports on Council's progress in implementing the outputs outlined in the Transport and Drainage function of the Delivery Program.
- **Part 14 – Water Supply:** Reports on Council's progress in implementing the outputs outlined in the Water Supply function of the Delivery Program.
- **Part 15 – Waste Management:** Reports on Council's progress in implementing the outputs outlined in the Waste Management function of the Delivery Program.

LEGISLATIVE AND POLICY CONTEXT

As detailed above, Council is required under the [Local Government Act](#) and [IP&R Guidelines](#) to develop and adopt a Delivery Program and Operational Plan. The General Manager is required to provide progress reports at least once every six months to Council's governing body on the organisation's progress in achieving the principal activities contained in the Delivery Program and Operational Plan.

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

Completing Operational Plan reporting and effectively aligning it to our Integrated Planning and Reporting Framework is essential for Councils as it acts as a vital control to prevent reputational damage by ensuring transparency and accountability. This process helps Council stay aligned with community priorities, track progress effectively, and make informed decisions, thereby maintaining public trust and confidence.

COMMUNITY CONSULTATION

There are no community consultation requirements for Council associated with this report, however under Council's IP&R framework, community engagement is built into the process to ensure that the community is providing feedback, advice and direction to Council's activities. The report will also be placed on Council's website.

Parkes Shire Operational Plan 2025-2026 Progress Report

July to December 2025 - **SUMMARY**



parkes.nsw.gov.au

About this Plan

The 2025-26 Operational Plan and Budget forms part of the Parkes Shire 2035+ Delivery Program. These plans outline the details of the Delivery Program – specifically the individual projects, actions and budget that will be undertaken in this year to achieve the commitments made in the Parkes 2035+ Delivery Program. Council reports on these measures on a three-monthly basis.

The projects, actions, and budget of year one of the Parkes 2035+ Delivery Program are split into eleven core functions of Council, with Principal Activities grouped within each. These functions include:

The Budget details how Council intends to fund these activities and includes provisions relating to the content of Council's Annual Statement of Revenue Policy.

This includes details of:

- Estimated income and expenditure.
- Ordinary rates and special rates.
- Proposed fees and charges.
- Council's proposed pricing methodology.
- Proposed borrowings.

The Operational Budget is reviewed and reported to Council within two months, after the end of each quarter (excluding the June quarter).

Core functions of Council

Certification and regulation	<ul style="list-style-type: none"> • Local Strategic Land Use Planning • Development Assessment • Building Certification • Environmental Health and Ranger Services 	Emergency services	<ul style="list-style-type: none"> • Emergency Services Support
Community and culture	<ul style="list-style-type: none"> • Central West Childcare Services • Library Services • Arts and Culture • Social Justice 	Environment and Sustainability	<ul style="list-style-type: none"> • Climate Change and Sustainability • Net Zero and Carbon Neutrality • Biodiversity and Urban Greening • Biosecurity • Council Environmental Management
Commercial Enterprise	<ul style="list-style-type: none"> • Regional Airport • Caravan Parks • Rental and Leasing • Land Development and Sales 	Open space and recreation	<ul style="list-style-type: none"> • Parks and Gardens • Sports Fields • Open Space Facilities, Amenities, and Public Toilets • Cemeteries • Swimming Pools
Council and corporate	<ul style="list-style-type: none"> • Business Systems and Technology • Governance and Strategy • Civic • People, Safety and Culture • Finance • Fleet • Council Land and Buildings • Customer Experience • Community Services and Wellbeing • Communication and Engagement • Information Management, Records and Privacy • Grants 	Sewerage	<ul style="list-style-type: none"> • Sewerage System
Economy, visitors and events	<ul style="list-style-type: none"> • Economic Development • Events and Festivals • Tourism and Destination Marketing 	Transport and drainage	<ul style="list-style-type: none"> • Sealed Roads • Unsealed Roads • Regional Roads • Other Transport and Overheads • Urban Stormwater • Road Council Contract • Road Safety
		Waste management	<ul style="list-style-type: none"> • Domestic Waste Management • Commercial Waste • Waste Education
		Water supply	<ul style="list-style-type: none"> • Water Supply • Water Security Project

2025-26 Financial Performance

Function	Principal Activity	Operational Performance		Capital Performance	
		Income	Expenditure	Income	Expenditure
Certification and regulation	Local Strategic Land Use Planning	-	-	-	-
	Development Assessment	148,177	117,637	110,707	-
	Building Certification	169,664	264,634	-	-
	Environmental Health and Ranger Services	31,158	568,918	-	-
Community and culture	Central West Childcare Services	1,787,275	1,374,578	-	3,688
	Library Services	116,149	385,129	-	56,061
	Arts and Culture	7,304	83,515	-	-
	Social Justice	-	-	-	-
Commercial Enterprise	Regional Airport	153,639	174,750	-	-
	Caravan Park	296,553	90,954	-	-
	Rental and Leasing	-	-	-	-
	Land Development and Sales	-	-	-	592,429
Council and corporate	ICT Business systems and technology	10	469,318	-	18,175
	Governance and Strategy	27	853,376	-	-
	Civic	4,911	687,373	-	-
	People, Safety and Culture	198,455	571,249	-	-
	Finance	19,676,474	1,629,003	-	-
	Fleet	69,231	-2,380,132	-	862,652
	Council Land and Buildings	218,591	350,150	-	84,676
	Grants				
	Customer Experience	-	310,762	-	-
	Community Services and Wellbeing	-	-	-	-
	Communication and Engagement		154,655		
	Information management, records and privacy	-	-	-	-

Function	Principal Activity	Operational Performance		Capital Performance	
		Income	Expenditure	Income	Expenditure
Economy	Economic Development	2,172	306,353	-	76,465
	Events and Festivals	526,881	603,186	-	-
	Tourism and Destination Marketing	101,345	215,359	-	-
Emergency Services	Emergency Services	-	476,329	2,482,898	1,706,481
Environment and sustainability	Climate change mitigation and adaptation	-	-	-	-
	Net zero and carbon neutrality	-	-	-	-
	Biodiversity and urban greening	-	175,970	-	-
	Council environment management	-	-	-	-
Flooding and drainage	Flooding and drainage	164,988	498,426		1,573,548
Open-Spaces	Parks and Gardens	72,878	1,549,164	260,522	260,721
	Sports Fields	-	-	-	-
	Open Space Facilities, Amenities, Cemeteries and Public Toilets	79,494	218,824	-	-
	Cemeteries	-	-	-	-
	Swimming Pools	34,226	876,462	-	11,303
Sewer	Sewerage System	2,686,020	1,748,611	109,507	1,768,790
Transport	Sealed Roads	361,051	814,618	565,000	2,734,167
	Unsealed Roads	-	1,449,688	-	950,971
	Regional Roads	-	-	-	-
	Other transport and overheads	42,722	2,300,077	-	60,687
	Road council contract	1,245,017	1,306,367	2,333,288	813,887
	Road Safety	5,027	126,721	-	-
	Depreciation	-	13,377,401	-	-
Water	Water Supply	7,094,919	4,157,465	3,007,468	1,287,495
Waste	Waste Management	4,484,477	1,673,380	34,460	387
		39,778,835	37,580,270	8,903,850	12,862,583

July to December 2025

Key Achievements

Actions completed

30

Actions progressing

387

Actions not progressing

16

Actions not due to start

13

No update provided

18

Certification and regulation

- Successful in receiving funding under round three (3) of the regional housing strategic planning fund for the East Parkes Masterplan and Servicing Strategy.
- Discussions were held with Homes NSW to discuss land development opportunities in Parkes
- Grant funding secured from the Local Heritage Fund
- Development Applications were consistent with State Environmental Plan 2012 and Parkes Development Control Plan 2021 with average assessment period reduced from 56 days to 28 days
- Managed strategic planning decisions and development matters assessed, consistent with objectives, provisions to LSPS 2020
- Delivered Development Assessments, consistent with State Environmental Planning Policies, Parkes Local Environmental Plan 2012, and Parkes Development Control Plan 2021
- Investigated compliant and non-compliant swimming pool barrier and inspection certificates
- Managed companion animal registrations, sixty (60) completed, under the Companion Animals Act
- Food Authority annual inspections registered businesses were completed

Community and culture

- In-person visitors into the Shire libraries included 18,917 Parkes; 872 Trundle; 717 Peak Hill and 127 Tullamore
- Memberships 5,299 included Parkes 4,746; Peak Hill 231; Trundle 205 and Tullamore 117
- Physical 8,383 loaned materials borrowed included 301 loaned via the 24-hour services at Tullamore and Trundle libraries
- Digital loaned materials 3,620 497 registered users
- Marramara Makerspace room bookings 64 with 388 people attended
- Coventry Room bookings were 16
- Storytime and Rhymetime activities 1,949 attendees held across all libraries and Bangla-la Preschool
- Reading and writing activities 34
- Activities targeting primary age 31 with 1,078 attendees
- Activities targeting youth age 11 with 112 attendees
- Community and cultural groups supported
- Author visits two (2)
- Music Development Grant \$14,000 awarded to Parkes Shire Band
- Arts Advisory Plan activities
- Hosted both travelling and non-local exhibitions
- Supported Parkes Homegrown markets
- NAIDOC Week celebrations supported
- Central West Childcare managed educator to student ratio numbers
- Preschool numbers 30 children per day and NQS achieved
- Play group sessions held
- Educators recruitment opportunities
- Early intervention programs delivered included Sprouts, Aruma, Happee Ears and Steps

Commercial enterprise

- Airport compliance with Civil Aviation Safety Authority
- Airport maintenance schedules and daily inspections
- Flying Clubs supported
- Spicer Caravan Park visitors 8,511 = 9-10%
- Spicer Caravan Park Management
- Commercial buildings/properties occupancy rates
- Sporting groups buildings/properties occupancy rates
- Community groups formal lease or license agreements in place
- Land and development blocks to encourage industry and economic growth

Council & corporate

- ICT Strategic plan scoping commenced
- Mobile devices and laptop replacement program developed devices reaching procurement stage
- Cyber Security audit actions implemented and identified
- Cyber Security health checks implemented
- Mobile asset lifecycle management program
- IT internal customer service worked effectively
- Maturity level one in line with the Australian cyber security centre's essential eight maturity model
- Cyber Security awareness staff training
- Council's audit, risk and Improvement Committee facilitated
- Internal Audit Program developed and implemented
- Enterprise Risk Management developed and implemented
- Contracts Register updated and monitored
- 45001 OH&S Management system accreditation international standards maintained
- Integrated Planning and Reporting (IP&R) suite of documents delivered
- Citizenship ceremonies prepared and delivered
- LGNSW Capability framework implemented across position descriptions

- Council's Business Continuity Plan reviewed, monitored and refined, exercises conducted
- Annual financial statements delivered in line with statutory deadlines
- Quarterly budget review statements submitted on time
- Grant income received maximised income and future income to be received
- Grant applications 20 pending outcome totaling close to \$65 million
- Grants lodged 43 value of \$25,506,027.50 lodged and a value of \$592,189; valued \$8.3 million and valued at \$369,114
- Groups across the community assisted with grant information, grant applications and grant reports
- Plant replacement program implemented and plant uptime across fleet
- GPS system across Council-owned vehicles providing efficiency and safety
- Heavy plant, light vehicles, small plant equipment maintained
- Electric vehicle Kia EV5 integrated as a pool car used daily in operations
- Asset protections at depot
- Customer services CRM usage increased, training provided and targets met
- Phone redirection projects maintained
- Customer Service Charter accessible on the Council website
- Information, records and privacy: Data privacy and protection policy endorsed, retention and disposal procedure draft
- Processes for accountable, safe, secure storage and destruction of physical records in line with new framework improvements
- Transfer Plan for State Archive records first batch of documents were successfully submitted, marking a key milestone
- Undertook State Records NSW "Records Management Assessment Tool"
- Key projects development new ECM index enhancing recordkeeping, ECM/SharePoint connect initiative
- Information management working group, CMT, ELT and ARIC progresses
- Information and Records Management Framework remained a focus
- GLPA report submitted on time to the Information and Privacy Commission (IPC)
- Agency Information Guide (AIG) was updated
- Council's website with accurate up to date information in line with open access and proactive release guidelines achieved
- Health checks were conducted ensuring compliance, identified areas for improvement, and support continuous enhancement of Council's information governance
- Records and information management training programs implemented and ongoing across work areas including privacy
- Implemented information dashboards across council

July to December 2025 Key Achievements (continued)

Economy & engagement

- Business newsletters containing information on key events, business activities in Parkes Shire, business grant opportunities, business features, and further engagement opportunities
- Community Improvement District (CID) Pilot Program, grant opportunity for businesses to co-design a brand identity
- Christmas retail activation kits helping businesses make the most of the season
- Parkes Industrial Park entry signage supported businesses
- Collaboration with Central NSW Joint Organisation and RDA Central West
- Street flags and banners installed in CBD, for 2026 Parkes Elvis Festival with a theme mix of both festival and tourism designs
- Secured partnership for Parkes Elvis Festival with Destination NSW
- Events calendar showcased Council-run and sponsored events held across Shire, maintained and published
- Visitor information centre accreditation maintained and visitor information available across each township
- Collaboration with Forbes, Cowra, Lachlan and Orange cross-promotions with neighbouring tourism partners achieved event promotion, social media interaction, and participation in collaborative marketing campaigns
- Parkes hosted Destination Central West Tourism managers in August
- Destination Management Plan, actions, recommended projects delivered
- Tourism brochures refreshed including the 'top things to do'
- New 'village loop' map and brochure finalised, distributed to villages and displayed in visitor centres
- Tourism team continued upskilling and grow, new responsibilities, events calendar, visit Parkes social media, and event listings on ATDW, Meltwater and Canva

Emergency services

- Local emergency operations centre maintained readiness state
- Local disaster plan reviewed
- State emergency services facilities maintained
- Service level agreement with rural fire service maintained
- Rural Fire Service "Red Fleet" maintained by fleet team

Environment and sustainability

- Wetlands and surrounding area focused on revegetation efforts
- Wetlands national tree day undertaken with 300+ native tube stock planted, building on revegetation efforts
- Wetlands concept designs finalised for boardwalk and bird hides, tender documents for procurement, contract awarded for the design, fabrication and installation
- Drought Resilience Program, baseline tree canopy mapping and analysis provided to contribute informing future urban cooling strategies
- Shire Shows across the community, free tube stocks and education opportunities
- Environmental awareness training investigations for specific training. Topics like deforestation trends, biosecurity issues, loss of native vegetation communities, habitat and tree hollows, any relevant environmental legislations
- Noxious weed inspections, private properties
- Council owned and managed public land, roadsides monitored and inspected
- Environmental and biosecurity issues: private landholders, community including Shire shows
- Council's crown land environmental masterplan delivered biodiversity
- Council partnered with Landcare for Homegrown markets days

Flooding and drainage

- Council's asset management system full-network onsite inspections. Approved budget constraints to identify and prioritise required work
- CBD Flood Mitigation Works project works on Victoria Street commenced
- Flood mitigation project, for Crocker Basin completed

Open space & recreation

- Community engagement for current and upcoming play space developments, community and community committees, sporting groups, and school groups
- Major events and visitor economy teams were supported with pre-event and post-event logistical assistance managing assets by the open space teams
- Memorial Park, Peak Hill CCC engaged re play-spaces added toddler equipment into play base in
- Kelly Reserve liberty swing engaged with Currajong for the swing's replacement swing was ordered
- Cheney Park final stages rehabilitation works delivered, construction commenced and completed: subsoil drainage, new irrigation, earthworks and turf
- Memorial Park, Berryman Park in Trundle, Burrawang Park in Bogan Gate and Kelly Reserve in Parkes infrastructure upgrades delivered
- Certificate III qualifications staff training completing studies, increasing the number of multiskilled employees to perform operational checks required
- Kelly Reserve daily works to the splash pad operations during the months from October to April which included testing, cleaning filters, recirculation baskets and softball mulch top up
- Christmas lighting, decorations in CBD/across Shire. Pre-Elvis works ground preparations across Cooke Park delivered
- Town presentation across the Shire for the annual shows
- Berryman Park, Trundle upgrades delivered tennis/basketball facilities

- Kelly Reserve Bushman's Dam upgrades to storm water retention
- Pac Park scope of works to implement upgrades
- Lake Endeavour inspection and maintenance programs developed and implement
- Capital Works/Open Space assets programs implemented
- Public toilet audits, inspections and scheduled maintenance programs completed, met standards
- Learn to swim classes held and advocated community participation
- Swimming pool contractor compliant results for Department of Health Pool Operations standards
- Swimming pool instructors held AUSTSWIM accreditations

Sewerage

- Maintenance work, scheduled planned preventative maintenance work delivered
- Effluent reused percentage 47% and 60% in each quarter
- Recycled Water Management System samples compliant
- Critical Control Point (CPP) zero exceedances recorded
- Projects: increasing containment of sewer system wet weather overflow events using models and network knowledge to identify the I/I issue after validations, programs to fix
- Projects: increasing network capacity, working on choke points for example, Western sewer augmentation project/s, relining etc

Transport

- Council's condition assessment inspection schedule and strategic asset management plan-maintained compliance of sealed and unsealed roads
- Table drain clearing installation of stormwater infrastructure - Back Yamma
- Sealed road reseals 4 kilometres
- Emergency calls and/or traffic accidents across the Shire, including the Newell Highway section area managed
- Transport and Transport RMCC project teams meeting
- Pavement rehabilitation completed 572m
- Regional unsealed roads re-sheeted completed Peak Hill- Tullamore Road 4km resheeting
- Mugincoble Silos survey and design works were undertaken
- Delivered Parkes, Forbes and Lachlan Shire Councils' road safety plans: 'NOT A STATISTIC!', 'I'm Counting on You', 'Plan B', 'Heavy Vehicle Safety',

Water supply

- Critical infrastructure audits completed including non-revenue water
- Council's water conservation program maintained
- Councils water conservation with Community education on Council's website and planning phase for Schools Eco Day 2026, focus water conservation on school-aged students
- Drought management outlined in Council's integrated water cycle management strategy
- Backflow device at unmetered Council sites commenced on installing meters
- Critical Control Point Breaches Zero
- Councils drinking water monitoring report displayed on Council website and annual PFAS testing was completed

Waste management

- Garage Sale trail held in November offered residents chance to buy, sell, and reuse items to reduce landfill
- Managed 3-bin service contract as part of Parkes waste strategy
- Mixed, waste, recycling and FOGO bins audits conducted
- Illegally dumped waste reported RIDonline
- Waste diverted from landfill using transfer station, waste management facilities
- Waste facilities across the Parkes Shire operated
- Bogan Gate and Trundle tip cell projects delivered
- EPA annual waste reporting all facilities completed
- JR Richards monthly contract management reports
- Weighbridge promoted items free and benefits business reducing disposal costs for separating their waste
- Delivered investigated opportunities between Sirel with RGDC: e-Waste recycling, shared agreement
- Commercial waste collection service continued in Parkes
- External services contract-maintained recycling and diversion from landfill
- Educational training programs for Council representatives
- Educational opportunities provided both residential and business customers

15.2 MAJOR PROJECTS AND CURRENT WORKS - CUSTOMER, CORPORATE SERVICES AND ECONOMY - JANUARY 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: Anthony McGrath, Director Customer, Corporate Services and Economy

Annexures: A. Major Projects Report - DCCSE - January 2026 [↓](#)

RECOMMENDATION

That Council:

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

BACKGROUND

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

ISSUES AND COMMENTARY

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

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

Projects listed include:

Project	Status	Comment
Parkes Elvis Festival (PEF) 2026		<i>Final survey and review are underway.</i>
The Community Improvement District (CID) Pilot Program		<i>Engagement is low but project is on track</i>
Fresh Start Program – New Cadets, Apprentices and Trainees		<i>18 new positions approved, 11 roles are in training. But 2 could not be supported, 3 have since resigned and only 2 of the 7 civil apprentice roles could be filled.</i>
CiA Live Corporate Software System Upgrade.		<i>Initial planning has commenced</i>

LEGISLATIVE AND POLICY CONTEXT

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

COMMUNITY CONSULTATION

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

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Customer Corporate Services and Economy
Major Projects & Current Works - January 2026

1. Parkes Elvis Festival (PEF) 2026

Project Status (RAG - Report):		Critical (Red) / At Risk (Amber) / On Track (Green)				
		Scope	Budget	Schedule	Resources	Risks
	Total to date ^	Committed / Income Pipeline	Actual + Commitments	Less DNSW Funding for PEF 2027 ^	Totals	Estimated total when works complete
Income	1,103,105	167,488	1,270,593	155,000	1,115,593	1,093,457
Expenses	1,171,921	178,500	1,350,421	0	1,350,421	1,352,544
Totals (Loss)	(68,816)	(11,012)	(79,828)	155,000	(234,828)	(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

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Customer Corporate Services and Economy
 Major Projects & Current Works - January 2026

- All festival assets & merchandise set to print
- Risk Management plan finalised
- Final touches to souvenir program
- Souvenir Program Printed
- Operational Logistics Finalised
- Music Licensing
- All printed assets & merchandise received
- Volunteer roster finalised and induction completed
- Emergency Management briefing held
- Event Bump-In Begins
- Parkes Elvis Festival held

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

- Post-event survey, evaluation and debriefs
- Final acquittals and reporting

Current Works

The financial data is still preliminary at this stage, however most of the income and expenses are shown in the table above.

Income from ticket sales have been received from 123Tix however merchandising sales have not yet been journalled over to the festival account. Sales not yet recognised in the festival accounts are listed under 'Income Pipeline'. There are also additional Destination NSW funds in relation to the 2026 festival that are yet to be claimed.

<i>Pipeline Income Item</i>	<i>Pipeline</i>
Merchandise, registrations, etc - December	11,122
Merchandise, registrations, etc - January	76,366
Destination NSW 2026 Milestone Funds	80,000
Total:	167,488

There are post-event surveys currently in circulation, which will be used for final evaluation and reporting purposes.

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Customer Corporate Services and Economy
Major Projects & Current Works - January 2026



Progress Photos



Parents and children at the Family Fun Zone in Cooke Park.



Marcia Hines performing in her Disco Inferno show.

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Customer Corporate Services and Economy
Major Projects & Current Works - January 2026



International artists, Jay Dupris, Louis Brown and 2025 UETA winner Josuel Grech with Miss Priscilla Luana Bugeja at the "Dish".

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Customer Corporate Services and Economy
Major Projects & Current Works - January 2026

2. The Community Improvement District (CID) Pilot Program

Project Status (RAG - Report):		Critical (Red)/ At Risk (Amber) /On Track (Green)				
		Scope	Budget	Schedule	Resources	Risks
<i>Approved Budget</i>	<i>Expenditure this month</i>	<i>Total Expenditure to date</i>	<i>Outstanding Commitments</i>	<i>Actual + Commitments</i>	<i>Estimated total when works complete</i>	
300,000 (Ops)	2,148.5	201,808.41	26,181.92	227,990.3	300,000	
60,000 (Cap)	0	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** assets 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 Naidoc 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.
- Lighting Installation complete

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Customer Corporate Services and Economy
Major Projects & Current Works - January 2026

- Draft Vibrancy Strategy to Council
- Draft Vibrancy Strategy open to public feedback

- February branding workshop – consultation 2 held

Tasks forecast to be completed (next steps 1-3 months)

- Branding reference group consultation sessions – March and April
- Community Event planning and delivery within the Parkes CBD in April
- Redesign of business engagement committee due to low interest
- Grant Milestone reporting
- Elvis 2027 Business Activation Kit development
- Purchase of street closure bollards

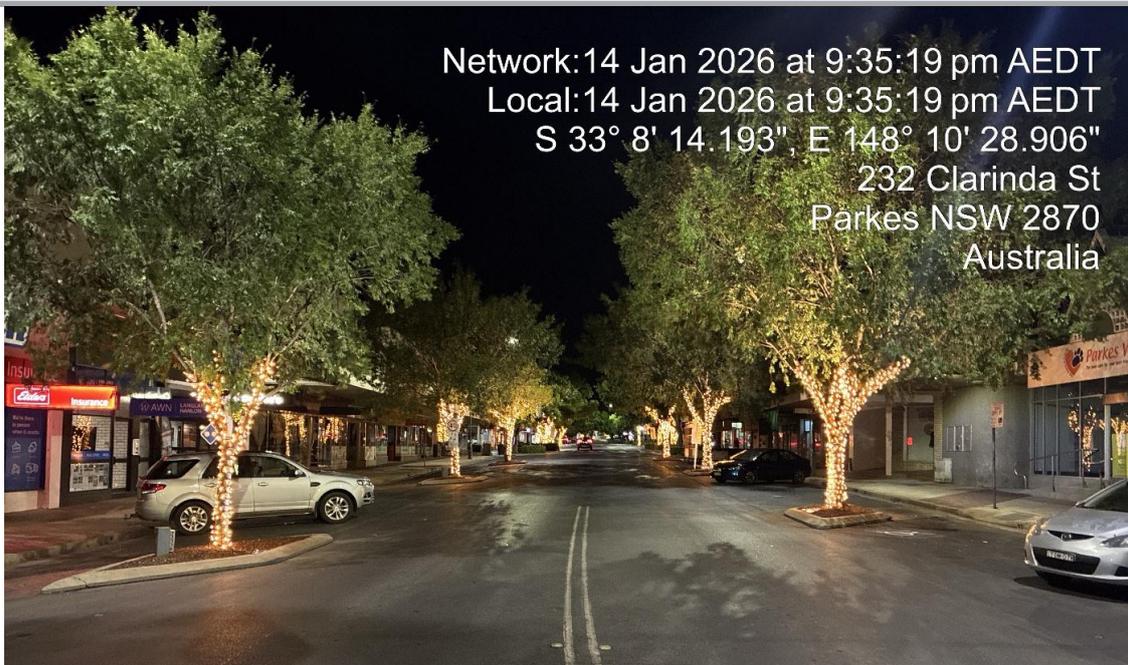
Current Works

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.

Engagement with parties for development of Elvis 2027 Business Activation Kit has commenced.

“Brightening Our Brand” activities progressing with Reference Group.

Progress Photos



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Customer Corporate Services and Economy
Major Projects & Current Works - January 2026

3. 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
-------	--------	----------	-----------	-------	----------

	<i>Approved Budget</i>	<i>This month</i>	<i>Total to date</i>	<i>Outstanding</i>	<i>Estimated total when complete</i>
Expenditure	389,637	22,814	162,389	227,248	389,637
Income	389,637	0	116,230	274,678	389,637

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
- 2 - July 2025
- 3 - January 2026
- 4 - January 2027

Task Completed

- Round 1 Submission
- Council received provisional approval for 8 positions:
 - Apprentice Plumber - Appointed
 - Apprentice Electrician – On hold
 - Small Plant Apprentice - Appointed
 - Parks and Gardens Apprentice - Appointed
 - Work Health and Safety Trainee - Appointed
 - Concrete Trainee - Appointed
 - Cadet Planner - Appointed
 - Civil Engineer Cadet – On hold
- Round 1 progress report completed 30/3/2025
- Round 2 funding submission completed 31/03/2025
- Council received approval for 3 positions under Round 2:
 - Finance Trainee - Appointed
 - Works Coordinator Trainee - Appointed
 - Heavy Vehicle Mechanic Apprentice – Appointed – Employee resigned
- Round 1 progress report 2 completed 30/04/2025
- Round 3 funding submission submitted on 31 July 2025 for:
 - 7 x Civil Construction Apprentices – Cert 3 (Plant Operator)
 - 1 x Appointed
- Invoices sent in for grant payment for roles that have been recruited.
- Provisional approval for seven (7) Civil Construction Apprentices received under Round 3.
- Recruitment for the Civil Construction apprentices - complete.
- Quarterly claim report completed

Tasks forecast to be completed (next steps: 1 month)

- Round 2 recruitment forms due – recruitment update
- Round 3 commencement forms due 28/02/2026 – Recruitment update

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Customer Corporate Services and Economy
Major Projects & Current Works - January 2026

Current Works

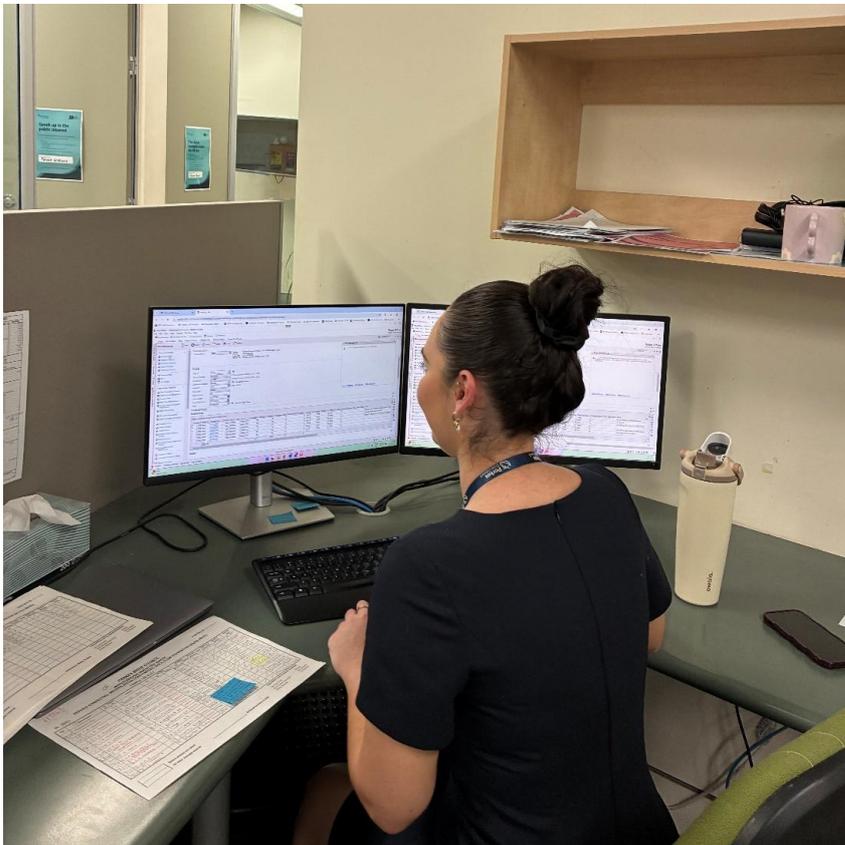
Recruitment tasks and funding body reports are the primary area of work now.

So far, Council has received approval for 18 new trainees, apprentices and cadets. To date:

- 11 roles have been appointed,
- 2 roles could not be supported (electrician and civil engineer) so have been withdrawn.
- 2 resigned (Heavy Vehicle Apprentice and Trainee Works Coordinator). Funding withdrawn.
- 1 resigned (Finance Trainee) to take a role in the Events team. Funding withdrawn.
- 5 civil apprentices could not be filled and have now been withdrawn.

Council will reapply for further funding in Round 4 later in the year.

Progress Photos



Finance Trainee Olivia Noakes has resigned to take up the Community Events role at Council.

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Customer Corporate Services and Economy
Major Projects & Current Works - January 2026

4. 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 stage has been rescope to run stages 2, 3, and 4 concurrently. This avoids staff having to jump between Ci in the Cloud and Ci Anywhere for Property & Rating functions.

Task Completed

- Financial Systems
- Stage 2A of the Property Systems (including customer requests and management)
- High level resourcing plan completed
- Project SharePoint site with Task Board created.

Tasks forecast to be completed (next steps: 1 month)

- Stages 2, 3, and 4 concurrently.
- Project kick off meeting (February)

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.

OFFICIAL

15.3 REQUEST TO USE PARKES TOWN IMPROVEMENT RESERVE TO FUND THREE PROJECTS**IP&R Linkage:** Pillar: Community**Goal:** Our community is safe, active and healthy.**Strategy:** Enhance recreation and culture, provide sport, recreation and play space facilities that encourage participation, connection and support for healthy and wellbeing lifestyles.**Author:** Anthony McGrath, Director Customer, Corporate Services and Economy**Authoriser:** Kent Boyd PSM, General Manager**Annexures:**
A. Email from Parkes Gun Club Requesting sealing of Nanardine Lane
[↓](#)
B. Email from Parkes Panthers AFL Requesting Upgrade of the Northparkes Oval Scoreboard [↓](#)

RECOMMENDATION

That Council:

1. Approve the allocation of up to \$52,400 from the Parkes Town Improvement Reserve to seal 130 meters of Nanardine Lane adjacent to the Parkes Gun and Pistol Club grounds.
 2. Approve the allocation of up to \$32,000 from the Parkes Town Improvement Reserve to upgrade the front row of sails at the Cooke Park Pavilion.
 3. Approve the allocation of up to \$8,000 from the Parkes Town Improvement Reserve to upgrade the number panels on the Northparkes Oval Scoreboard.
-

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

There is currently no recognised CCC for Parkes. Projects under consideration for funding from the Parkes TIF Reserve are brought to the council either by Councillors or staff after consultation with relevant community groups.

ISSUES AND COMMENTARY**Sealing of Nanardine Lane**

The council have received an email from Mr Brett Dean of the Parkes Gun Club, included as *Annexure A*. In his email, Mr Dean stated that the Club is hosting a Commonwealth championship shoot on 13 June 2026, which will be televised. Nanardine Lane is an unsealed road running along the western boundary of the club grounds, which is used to access the facilities. A lot of dust is generated by attending members and passing traffic along the lane. He stated that the surface upgrade would support the Pistol Club, the Parkes Branch of the SSAA as well as their club. The section of the Lane proposed for sealing is shown on the following aerial photo.



Cooke Park Pavilion Shade Sail Upgrade

The shade sails at the Cooke Park Pavilion have received two upgrades during recent years including a 'bra' to infill the gaps between the major sails and a new rear sail, which extends to cover the entire length of the area. As can be seen by the included photo below, the existing front three sails have become stretched over time and are affected by wind gusts. They are also time consuming to erect. This area would benefit from a new sail, covering the whole area. Operationally, a single sail like the rear sail, is easier and quicker to erect. It should also be noted that the front sails could be repurposed to cover other areas if they are replaced.

A quote was obtained from the original vendor to supply a new shade sail as described below under the financial implications section.



Northparkes Oval Scoreboard Upgrade

The Northparkes Oval scoreboard is used by four sporting groups to score matches including Rugby League, Rugby Union, Cricket and AFL.

Council staff received an email included as *Annexure B* from Mr Mark Salau, President of the Parkes Panthers AFL football club (the "Club") advising that they had noticed that the numbers on the scoreboard at Northparkes Oval had become difficult to read.

On further investigation it was discovered that the seal around the number modules had perished. The Club obtained a quote from the original scoreboard manufacturer who advised that they could provide replacement number modules for the scoreboard. The Club also advised that the modules are user installable and that they have a qualified electrician who could install the modules into the scoreboard, if needed.

In his email to Council advising of the problems with the existing scoreboard, Mr Salau advised that Council should consider the option of a full upgrade to an LED screen. However initial inquiries as to the cost of a large LED screen indicates that it would be more than \$50,000. Given the prohibitive cost of a new LED screen, the recommendation is that the existing numbers be upgraded for now to ensure that a working scoreboard is available as soon as possible.

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.

These projects were not specifically listed in the Operational Plan and Budget for completion this fiscal year and therefore require the approval of the council to proceed.

FINANCIAL IMPLICATIONS

Estimates and quotes have been received for the projects as follows:

1. Seal 130m of Nanardine Lane from Back Trundle Road to the entrance of the Club - \$52,400
2. Replace the front shade sails at the Cooke Park Pavilion - \$31,860

3. Replace number modules in Northparkes Scoreboard - \$7,022

Regarding the shade sail, it was noted by the supplier that there is a need to upgrade two poles to ensure engineering compliance with a larger sail. An additional contingency has been added to bring the total estimated cost to \$32,000.

There are \$341,247 in uncommitted funds available in the Parkes Town Improvement Reserve. Therefore, these projects can be easily accommodated using a total allocation of \$92,400 from the Parkes TIF 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 projects in accord with its Financial Reserves Policy.

There is a reputational risk to Council of providing sporting and other infrastructure that does not meet the needs of its users or the wider community.

COMMUNITY CONSULTATION

There is no further consultation requirement for Council associated with this report.

 Outlook

Re: Parkes Gun Club request for road surface upgrade.



From: Brett Dean <parkesgunclub@outlook.com>
Sent: Thursday, 22 January 2026 11:54 AM
To: Kent Boyd <Kent.Boyd@parkes.nsw.gov.au>
Subject: Parkes Gun Club request for road surface upgrade.

To Kent Boyd, the General manager of the Parkes Shire Council.

Dear Kent,

I would like to request any possible assistance regarding the sealing/surfacing the road entry to our club on Nanardine Lane (Approx 150m)

Our club is hosting a Commonwealth championship shoot on the 13th of June 2026 which will be televised with media representation i.e. WIN news.

We are doing our best with preparations to ensure our club looks it's very best for this occasion, to not only promote our club but also our town.

The reason for this request of assistance is that Nanardine Lane currently has a gravel surface which generates a lot of dust with and without traffic which we have experienced quite often when holding competitions.

This road surface upgrade would support the Pistol club, the Parkes branch of the SSAA as well as the Parkes Gun Club.

Please keep this in mind if any opportunity should arise as it would be very appreciated.

Regards,



President

Parkes Gun Club
Po box 514 - 137 Nanardine Lane
Parkes NSW 2870
Club ID No 103700261



From: "Panthers AFL" <parkespanthers@outlook.com>
Sent: Wed, 4 Feb 2026 19:33:33 +1100
To: "Tim Gillogly" <tim.gillogly@parkes.nsw.gov.au>
Cc: "Anthony McGrath" <anthony.mcgrath@parkes.nsw.gov.au>
Subject: Fw: Scoreboard upgrade - Q250714
Attachments: Q250714B.pdf

Gday Tim & Anthony,

Please find attached quote to repair the scoreboard at North Parkes Oval.

To summary; we have inspected the numbers on the existing scoreboard & found that the silicon on the rear of each digit that houses the electrical connections has perished. Replacement of the individual numbers is required. They are very easy to install and can be done by one of our club electricians.

What are our options in terms of funding this upgrade as the price is fairly high.

I believe we should be exploring the option of a full upgrade of the score to a full LED screen as it can then be utilised by AFL, Cricket, Little A's, Rugby League & Union. Have you obtained any quotes or know of rough figures that a LED screen is worth?

Happy to explore options with you guys.

Thanks again.

Kind Regards,

Mark Salau


Parkes Panthers President
AFL Central West



A F L C L U B
From: BlueVane <scoreboards@bluevane.com.au>
Sent: Monday, 14 July 2025 10:56 AM

15.4 APPOINTMENT OF COUNCILLOR DELEGATES FOR 2026 CONFERENCES**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:** Toni Lennane, Executive and Councillor Support Officer**Authoriser:** Anthony McGrath, Director Customer, Corporate Services and Economy**Annexures:** Nil**RECOMMENDATION**

That Council:

1. Endorse the attendance of the following Councillors at the conferences being held in 2026 which are the balance referred to in Item 14.10 of the 18 November 2025 Ordinary Council meeting [OCM 410/10] as follows:
 - (a) Institute of Public Engineering Australasia (IPWEA) NSW Local Roads Congress being held on 1 June 2026 at Parliament House Sydney : Mayor NC Westcott and appoint one Councillor: Cr _____.
 - (b) Australian Local Government Australia (ALGA) National General Assembly (NGA) of Local Government being held on 23-25 June 2026 in Canberra: Appoint Mayor and/or Deputy Mayor and one Councillor: _____
 - (c) LGNSW Water Management Conference being held on 2-4 September 2026 in Ballina: Appoint Mayor and/or Deputy Mayor and one Councillor or two Councillors: Cr _____
 - (d) ALGA National Local Roads and Transport Congress to be held in November or December 2026: Appoint Mayor and/or Deputy Mayor and one Councillor or alternatively two Councillors: Cr _____
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.

BACKGROUND

Parkes Shire Council ("Council") is committed to supporting the continued professional development of its Councillors and ensuring that they remain up to date with contemporary issues facing Council and the Parkes Shire community, as well as the NSW Local Government sector more broadly.

Attendance at sector conferences provides Councillors with new skills and knowledge on particular issues to ensure they can perform their duties and represent residents to the best of their ability. It also provides Councillors with the opportunity to network with elected representatives from other local government areas, as well as State and Federal parliamentarians, and advocate on issues of importance to the Parkes Shire community.

Clause 6.32 of the current *Councillor Expenses and Facilities Policy* ("the Policy") provides that Council shall resolve to nominate:

- Three (3) Councillors, one of whom shall be the Mayor (or Deputy Mayor), to attend the Local Government NSW (“LGNSW”) Annual Conference; and
- One (1) Councillor with the Mayor or two (2) Councillors to attend each of the following conferences and seminars:
 - International Women’s Day (“IWD”) Conference
 - Australian Local Government Women’s Association (“ALGWA”) NSW Conference
 - LGNSW Destination and Visitor Economy Conference
 - Institute of Public Engineering Australasia (“IPWEA”) NSW Local Roads Congress
 - Australian Local Government Association (“ALGA”) National General Assembly (“NGA”) of Local Government
 - LGNSW Water Management Conference
 - NSW Public Libraries Association Conference (“SWITCH”)
 - Local Government NSW Annual Conference
 - ALGA National Local Roads and Transport Congress

Determining Councillor attendance at various conferences at this time enables each Councillor to plan their professional development in advance and gives them the opportunity to indicate their interest in participating in conferences that are of interest to them and which they believe will best support their individual professional development needs. This practice also ensures that the annual Councillor Conferences and Seminars Budget are distributed equitably across all Councillors.

ISSUES AND COMMENTARY

At the meeting held on 18 November 2025 Council appointed a number of delegates to the 2026 sector conferences as detailed in the minutes [OCM 410/10]. This report considers the remaining conferences where no Councillor was selected to attend and seeks a nominee from the Councillors.

We also confirm that on 18 November 2025 Council resolved in the same minutes [OCM 410/10] that the voting delegates for 2026 were as follows:

- (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.

Details of the sector conferences scheduled to be held throughout 2026, including the dates and venues/locations of each conference, are outlined in *Table 1*, below, in order of when they will occur throughout the year.

Table 1: Local Government Sector Conferences 2026			
Conference	Date	Location	Delegate* (these may change throughout the year depending on Councillors availability)
International Women's Day	6 March 2026	Sydney	Cr Louise O’Leary & Deputy Mayor Marg Applebee
ALGWA State Conference	26-28 March 2026	Blacktown	Deputy Mayor Marg Applebee
LGNSW Destination and Visitor Economy Conference	27-29 May 2026	Maitland	Cr Louise O’Leary and Cr Bill Jayet

Table 1: Local Government Sector Conferences 2026

Conference	Date	Location	Delegate* (these may change throughout the year depending on Councillors availability)
IPWEA NSW Local Roads Congress	1 June 2026	Parliament House Sydney	Mayor Neil Westcott
ALGA National General Assembly of Local Government	23-25 June 2026	National Convention Centre, Canberra, ACT	
ALGA National Local Roads, Transport & Infrastructure Congress	Late August 2026	Cairns	
LGNSW Water Management Conference	2-4 September 2026	Ballina	
NSW Public Libraries Association Conference	10-13 November 2026	Bathurst	Cr Bill Jayet
LGNSW Annual Conference	22-24 November 2026	Wollongong	Mayor Neil Westcott, Deputy Mayor Marg Applebee & Cr Bill Jayet

LEGISLATIVE AND POLICY CONTEXT

Councillor expenses, including costs associated with conference and seminar attendance, must comply with the *Guidelines for the Payment of Expenses and Provision of Facilities for Mayors and Councillors in NSW* ("the Guidelines") issued by the Office of Local Government and prescribed under section 23A of the *Local Government Act 1993* ("the Act"), as well as *Council's Councillor Expenses and Facilities Policy* ("the Policy") adopted under sections 252 and 253 of the Act.

The Policy provides that attendance of Councillors at each conference shall be limited to one (1), except the LGNSW Annual Conference, which shall be limited to three (3) Councillors, including the Mayor. The principle of having one (1) Councillor attend is considered best practice for a rural council and consistent with community expectations.

Approval arrangements for Councillor attendance at conferences should occur, where possible, at a full meeting of the Council. This is reflected in clause 1.6.7 of the Guidelines as well as clause 6.32 of the Policy.

FINANCIAL IMPLICATIONS

The Policy establishes an annual budget for Councillor attendance at conferences and seminars, which is reflected in Council's annual Operational Plan adopted each June.

Consistent with the Policy and Guidelines, Council will reimburse or pay registration fees, accommodation, meals, parking, telephone and travel expenses associated with attendance at the conference plus any other reasonable and directly related out-of-pocket expenses.

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.

15.5 ADOPTION OF COUNCIL POLICIES - CODE OF MEETING PRACTICE**IP&R Linkage:** Pillar: Leadership**Goal:** Our Local Government is contemporary, effective and efficient.**Strategy:** Ensure compliance with statutory requirements and ensure Council's operations are supported by good corporate governance and effective risk management.**Author:** Veronica Shaw, Business Support Officer**Authoriser:** Anthony McGrath, Director Customer, Corporate Services and Economy**Annexures:** A. Council Policy - Code of Meeting Practice [↓](#)**RECOMMENDATION**

That Council:

1. Adopt the Code of Meeting Practice included as *Annexure A* 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 (OLG) 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 – Code of Meeting Practice (*Annexure A*)

ISSUES AND COMMENTARY

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

Code of Meeting Practice (Annexure A)

In response to a new Model Code of Meeting Practice released by the OLG in 2025, Council's Code of Meeting Practice was updated and adopted at Council's December 2025 Ordinary Council Meeting (OCM 443/25). In January 2026, the OLG released several guidelines related to the new model code which have been included as Annexures to the updated Code of Meeting.

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](#).

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 damage to Council's reputation, and breaches of legislation that may lead to regulatory penalties or disciplinary action.

COMMUNITY CONSULTATION

Community consultation was involved in the original update of the attached Code of Meeting Practice which was reported to Council in December 2025. As this amendment involves additional information and does not constitute material changes to the policy itself, additional community consultation was not required. However, the adopted policy will be placed on Council's website.

Policy

Code of Meeting Practice



Council Policy
 Code of Meeting Practice

CONTROLLED DOCUMENT INFORMATION

ECM Number	922679
Document Owner	Director Customer Corporate Services and Economy
Document Development Officer	Manager Governance, Risk and Corporate Performance
Risks Managed	Non-compliance with the Act and Regulation, Lack of public trust due to opaque decision-making; Procedural inconsistencies; Reputational due to perceived bias, misconduct or governance.
Consulting Stakeholders	Councillors
Review Timeframe	Within 12 months of each ordinary election
Last Review Date	17 February 2026
Next Scheduled Review	16 November 2028

Document History		
Date	Resolution No.	Details/Comments
19 July 2022	22-237	Adopted by Council - Model Code of Meeting Practice as released by Office of Local Government new provisions.
26 November 2024	OCM 344/24	Reviewed with the new Council. Added links to the Act and Regulations. Added agenda item for Adoption of Multiple Items of Business and Councillor Reports. Added motions and amendments process as Annexure A
19 September 2025	<i>Public Exhibition</i>	Adapted to the 2025 Model Code of Meeting Practice – Released by the OLG August 2025.
16 December 2025	OCM 443/25	Adopted by Council
17 February 2026	<i>Draft</i>	Updates to Public Forum Rules (Appendix 1) and Rules for representations on closing meetings (Appendix 2) as per OLG guidelines released January 2026.

Further Document Information and Relationships	
Related Legislation*	NSW Local Government Act 1993, Part 2 How are decisions made? Local Government (General) Regulation 2021, Part 8 Conduct & Part 10 Meetings
Related Policies	Parkes Shire Council Code of Conduct

Council Policy
Code of Meeting Practice

Related Documents	PSC – Councillors User Guide: Code of Meeting Practice Annexure A: Motions and Amendments Office of Local Government – Model Code of Meeting Practice Office of Local Government – Model Public Forum Rules Office of Local Government – Guideline: Free Speech Office of Local Government – Guideline: Closure of Council Meetings to the Public Office of Local Government - Livestreaming Council and Committee Meetings and Public Forums Office of Local Government – Councillors Resources
Note: Any reference to Legislation will be updated in this Policy as required. See website http://www.legislation.nsw.gov.au/ for current Acts, Regs. and Environmental Planning Instruments.	

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Code of Meeting Practice**Contents**

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Council Policy

Code of Meeting Practice



1. Purpose

This Code of Meeting Practice ("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.

This 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 2021* ("the Model Code").

This Code must be interpreted in a manner that is consistent with the Act, the Regulation and the Model Meeting Code. In the event of any inconsistency, the Act, Regulation or Model Code (as the case may be) prevails to the extent of the inconsistency.

This Code applies to all meetings of Council and committees of Council of which all the members are Councillors ("committees of Council"). Council committees whose members include persons other than Councillors may adopt their own rules for meetings unless the Council determines otherwise.

Commencement

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

Scope and Application

This Policy applies to all Council Officials, including Councillors, Council staff, Council committee members, Council delegates, and volunteers of Council as well as members of the public who attend meetings. It includes official Council meetings and committees of the Council whose members are all Councillors.

Definitions

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

Term	Definition
the Act	means the <i>Local Government Act 1993</i> .
act of disorder	means an act of disorder as defined in clause 15.10 of this Code.
amendment	in relation to an original motion, means a motion moving an amendment to that motion.
audio recorder	any device capable of recording speech.
audio-visual link (AVL)	means a facility that enables audio and visual communication between persons at different places.
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales.

Council Policy
Code of Meeting Practice



Term	Definition
chairperson	in relation to a meeting of the Council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this Code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.9 of this Code.
this Code	means the Council’s adopted Code of Meeting Practice.
committee of the Council	means a committee established by the Council in accordance with clause 20.2 of this Code (being a committee consisting only of Councillors) or the Council when it has resolved itself into committee of the whole under clause 12.1 .
Council	means Parkes Shire Council.
Council official	includes Councillors, members of staff of Council, administrators, Council committee members, and delegates of Council.
day	means calendar day.
division	means a request by two Councillors under clause 11.7 of this Code requiring the recording of the names of the Councillors who voted both for and against a motion.
livestream	a video broadcast of a meeting transmitted across the internet concurrently with the meeting
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means.
planning decision	means a decision made in the exercise of a function of a Council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act but not including the making of an order under Division 9.3 of Part 9 of that Act.
performance improvement order	means an order issued under section 438A of the Act.
quorum	means the minimum number of Councillors or committee members necessary to conduct a meeting.
the Regulation	means the <i>Local Government (General) Regulation 2021</i> .

Council Policy
Code of Meeting Practice


Term	Definition
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or later.
year	means the period beginning 01 July and ending the following 30 June.

2 Policy Statement (Meeting Principles)

2.1 Council and committee meetings should be:

Transparent: Decisions are made in a way that is open and accountable.

Informed: Decisions are made based on relevant, quality information.

Inclusive: Decisions respect the diverse needs and interests of the local community.

Principled: Decisions are informed by the principles prescribed under Chapter 3 of the Act.

Trusted: The community has confidence that Councillors and staff act ethically and make decisions in the interests of the whole community.

Respectful: Councillors, staff and meeting attendees treat each other with respect.

Effective: Meetings are well organised, effectively run and skilfully chaired.

Orderly: Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

Note: The Office of Local Government has issued a guideline on free speech in local government in NSW. The Guideline provides practical guidance to councils on what free speech means in the context of NSW local government, including in relation to council meetings. The Guidelines have been issued under section 23A of the Act meaning councils must consider them when exercising their functions at meetings.

3 Before the Meeting
Timing of ordinary Council meetings

3.1 The Council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

Note: Under section 365 of the Act, Councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a Council is required to meet each year under section 365A.

Council Policy

Code of Meeting Practice



Extraordinary meetings

- 3.2 If the Mayor receives a request in writing, signed by at least two (2) Councillors, the Mayor must call an extraordinary meeting of the Council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The Mayor can be one of the two Councillors requesting the meeting.

Note: Clause 3.2 reflects section 366 of the Act.

- 3.3 The mayor may call an extraordinary meeting without the need to obtain the signature of two (2) councillors.

Notice to the public of Council meetings

- 3.4 The Council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the Council.

Note: Clause 3.3 reflects section 9(1) of the Act.

- 3.5 For the purposes of clause 3.4, notice of a meeting of the Council and of a committee of Council is to be published before the meeting takes place. The notice must be published on the Council's website, and in such other manner that the Council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

- 3.6 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

Notice to Councillors of ordinary Council meetings

- 3.7 The General Manager must send to each Councillor, at least three (3) days before each meeting of the Council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.7 reflects section 367(1) of the Act.

- 3.8 The notice and the agenda for, and the business papers relating to, the meeting may be given to Councillors in electronic form, unless the council determines otherwise, but only if all Councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.8 reflects section 367(3) of the Act.

Notice to Councillors of extraordinary meetings

- 3.9 Notice of less than three (3) days may be given to Councillors of an extraordinary meeting of the Council in cases of emergency.

Note: Clause 3.8 reflects section 367(2) of the Act.

Council Policy

Code of Meeting Practice



Giving notice of business to be considered at Council meetings

- 3.10 A Councillor may give notice of any business they wish to be considered by the Council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted no later than three (3) business days prior to the meeting.
- 3.11 A Councillor may, in writing to the General Manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

Questions with notice

- 3.12 A Councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the General Manager about the performance or operations of the Council.
- 3.13 A Councillor is not permitted to ask a question with notice under clause 3.12 that would constitute an act of disorder.
- 3.14 The General Manager or their nominee may respond to a question with notice submitted under clause 3.12 by way of a report included in the papers for the relevant meeting of the Council.

Agenda and business papers for ordinary meetings

- 3.15 The General Manager must cause the agenda for a meeting of the Council or a committee of the Council to be prepared as soon as practicable before the meeting.
- 3.16 The General Manager must ensure that the agenda for an ordinary meeting of the Council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the Council, and
 - (b) if the Mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
 - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
 - (d) any business of which due notice has been given under clause 3.10.
- 3.17 Nothing in clause 3.16 limits the powers of the Mayor to put a Mayoral minute to a meeting under clause 9.7.
- 3.18 The General Manager must not include in the agenda for a meeting of the Council any business of which due notice has been given if, in the opinion of the General Manager, the business is, or the implementation of the business would be, unlawful. The General Manager must report, without giving details of the item of business, any such exclusion to the next meeting of the Council.

Council Policy
Code of Meeting Practice

- 3.19 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the General Manager, is likely to take place when the meeting is closed to the public, the General Manager must ensure that the agenda of the meeting:
- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
 - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

Note: Clause 3.19 reflects section 9(2A)(a) of the Act.

- 3.20 The General Manager must ensure that the details of any item of business which, in the opinion of the General Manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to Councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Availability of the agenda and business papers to the public

- 3.21 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the Council and committees of Council, are to be published on the Council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the Council, at the relevant meeting and at such other venues determined by the Council.

Note: Clause 3.21 reflects section 9(2) and (4) of the Act.

- 3.22 Clause 3.21 does not apply to the business papers for items of business that the General Manager has identified under clause 3.19 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.22 reflects section 9(2A) (b) of the Act.

- 3.23 For the purposes of clause 3.21, copies of agendas and business papers must be published on the Council's website and made available to the public at a time that is as close as possible to the time they are available to Councillors.

Note: Clause 3.23 reflects section 9(3) of the Act.

- 3.24 A copy of an agenda, or of an associated business paper made available under clause 3.21, may in addition be given or made available in electronic form unless the council determines otherwise.

Note: Clause 3.24 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

- 3.25 The General Manager must ensure that the agenda for an extraordinary meeting of the Council deals only with the matters stated in the notice of the meeting.

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- 3.26 Nothing in clause 3.25 limits the powers of the mayor to put a mayoral minute to an extraordinary meeting without notice under [clause 9.7](#).
- 3.27 Despite clause 3.25, business may be considered at an extraordinary meeting of the council at which all councillors are present, even though due notice has not been given of the business, if the council resolves to deal with the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council. A resolution adopted under this clause must state the reasons for the urgency.
- 3.28 A motion moved under clause 3.27 can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with. Despite any other provision of this code, only the mover of a motion moved under clause 3.27, and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.
- 3.29 If all councillors are not present at the extraordinary meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 3.27 and the chairperson also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.
- 3.30 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.29 on whether a matter is urgent.

Prohibition of pre-meeting briefing sessions

- 3.31 Briefing sessions must not be held to brief councillors on business listed on the agenda for meetings of the council or committees of the council.

Note: The prohibition on the holding of briefing sessions under clause 3.31 reflects the intent of Chapter 4, Part 1 of the Act which requires business of the council to be conducted openly and transparently at a formal meeting of which due notice has been given and to which the public has access. Pre-meeting briefing sessions are inconsistent with the principles of transparency, accountability and public participation and have the potential to undermine confidence in the proper and lawful decision-making processes of the council.

- 3.32 Nothing in clause 3.31 prevents a councillor from requesting information from the general manager about a matter to be considered at a meeting, provided the information is also available to the public. Information requested under this clause must be provided in a way that does not involve any discussion of the information.

4 Public Forums

- 4.1 The Council may hold a public forum prior to each ordinary meeting of the Council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary Council meetings and meetings of committees of the Council.

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- 4.2 The council may determine the rules under which public forums are to be conducted and when they are to be held.

See [Appendix 1: Rules for Public Forums](#)

- 4.3 The provisions of this code requiring the livestreaming of meetings also apply to public forums.

5 Coming Together

Attendance by Councillors at meetings

- 5.1 All Councillors must make reasonable efforts to attend meetings of the Council and of committees of the Council of which they are members.

Note: A Councillor may not attend a meeting as a Councillor (other than the first meeting of the Council after the Councillor is elected or a meeting at which the Councillor takes an Oath or makes an Affirmation of Office) until they have taken an Oath or made an Affirmation of Office in the form prescribed under section 233A of the Act.

- 5.2 The council may determine standards of dress for councillors when attending meetings.

To uphold the dignity and professionalism of Council proceedings, councillors are expected to dress in a manner that reflects the formal nature of Council meetings and promotes public confidence in the Council's governance. As a guide

- (a) *Councillors must wear business or smart casual attire that is neat, clean, and appropriate for a formal public setting.*
 - (b) *For ceremonial occasions, meetings involving dignitaries, or other formal events, councillors are encouraged to wear formal business attire (e.g., suit and tie, or equivalent).*
 - (c) *Clothing that displays offensive language, political slogans, or imagery that may be considered disrespectful or divisive is not permitted.*
 - (d) *The Chairperson may, at their discretion, remind councillors of the expected dress standard if attire is deemed inappropriate for the meeting context.*
- 5.3 A Councillor cannot participate in a meeting of the Council or of a committee of the Council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this Code.
- 5.4 *Removed as it relates to joint organisations.*
- 5.5 Where a councillor is unable to attend one or more meetings of the council or committees of the council, the councillor should submit an apology for the meetings they are unable to attend, state the reasons for their absence from the meetings and request that the council grant them a leave of absence from the relevant meetings.
- 5.6 The Council must not act unreasonably when considering whether to grant a Councillor's request for a leave of absence.

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- 5.7 Where a councillor makes an apology under clause 5.5, the council must determine by resolution whether to grant the councillor a leave of absence for the meeting for the purposes of section 234(1)(d) of the Act. If the council resolves not to grant a leave of absence for the meeting, it must state the reasons for its decision in its resolution.
- 5.8 A Councillor's civic office will become vacant if the Councillor is absent from three (3) consecutive ordinary meetings of the Council without prior leave of the Council, or leave granted by the Council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the Council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.8 reflects section 234(1)(d) of the Act.

The quorum for a meeting

- 5.9 The quorum for a meeting of the Council is a majority of the Councillors of the Council who hold office at that time and are not suspended from office (6).
- Note: Clause 5.9 reflects section 368(1) of the Act.**
- 5.10 Clause 5.9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the Council.
- Note: Clause 5.10 reflects section 368(2) of the Act.**
- 5.11 A meeting of the Council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
 - (b) within half an hour after the time designated for the holding of the meeting, or
 - (c) at any time during the meeting.
- 5.12 In either case, the meeting must be adjourned to a time, date, and place fixed:
- (a) by the chairperson, or
 - (b) in the chairperson's absence, by the majority of the Councillors present, or
 - (c) failing that, by the General Manager.
- 5.13 The General Manager must record in the Council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the Council, together with the names of the Councillors present.
- 5.14 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of Councillors, Council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the Mayor may, in consultation with the General Manager and, as far as is practicable, with

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each Councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the Council's website and in such other manner that the Council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.

- 5.15 Where a meeting is cancelled under clause 5.14, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the Council or at an extraordinary meeting called under clause 3.3.

Meetings held by audio-visual link

- 5.16 A meeting of the Council or a committee of the Council may be held by audio-visual link where the Mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The Mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of Councillors and staff at risk. The Mayor must make a determination under this clause in consultation with the General Manager and, as far as is practicable, with each Councillor.
- 5.17 Where the Mayor determines under clause 5.16 that a meeting is to be held by audio-visual link, the General Manager must:
- (a) give written notice to all Councillors that the meeting is to be held by audio-visual link, and
 - (b) take all reasonable steps to ensure that all Councillors can participate in the meeting by audio-visual link, and
 - (c) cause a notice to be published on the Council's website and in such other manner the General Manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.
- 5.18 This Code applies to a meeting held by audio-visual link under clause 5.16 in the same way it would if the meeting was held in person.

Note: Where a Council holds a meeting by audio-visual link under clause 5.16, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.

Attendance by Councillors at meetings by audio-visual link

- 5.19 Councillors may attend and participate in meetings of the Council and committees of the Council by audio-visual link with the approval of the Council or the relevant committee where they are prevented from attending the meeting in person because of ill-health or other medical reasons or because of unforeseen caring responsibilities.
- 5.20 Clause 5.19 does not apply to meetings at which a mayoral election is to be held
- 5.21 A request by a Councillor 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 must provide reasons why the Councillor will be prevented from attending the

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- meeting in person.
- 5.22 Councillors may request approval to attend more than one meeting by audio-visual link. Where a Councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.21.
- 5.23 The Council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a Councillor to attend a meeting by audio-visual link.
- 5.24 A Councillor who has requested approval to attend a meeting of the Council or a committee of the Council by audio-visual link may participate in the meeting by audio-visual link until the Council or committee determines whether to approve their request and is to be taken as present at the meeting. The Councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.
- 5.25 A decision whether to approve a request by a Councillor to attend a meeting of the Council or a committee of the Council by audio-visual link must be made by a resolution of the Council or the committee concerned. The resolution must state the meetings the resolution applies to.
- 5.26 If the Council or committee refuses a Councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.
- 5.27 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link.
- 5.28 The Council and committees of the Council may refuse a Councillor's request to attend a meeting by audio-visual link where the Council or committee is satisfied that the Councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this Code on one or more previous occasions they have attended a meeting of the Council or a committee of the Council by audio-visual link.
- 5.29 This Code applies to a Councillor attending a meeting by audio-visual link in the same way it would if the Councillor was attending the meeting in person. Where a Councillor is permitted to attend a meeting by audio-visual link under this Code, they are to be taken as attending the meeting in person for the purposes of the Code and will have the same voting rights as if they were attending the meeting in person.
- 5.30 A Councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The Councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this Code.
- 5.31 A Councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the Council or the committee into disrepute.

Council Policy
Code of Meeting PracticeEntitlement of the public to attend Council meetings

- 5.32 Everyone is entitled to attend a meeting of the Council and committees of the Council. The Council must ensure that all meetings of the Council and committees of the Council are open to the public.

Note: Clause 5.32 reflects section 10(1) of the Act.

- 5.33 Clause 5.32 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

- 5.34 A person (whether a Councillor or another person) is not entitled to be present at a meeting of the Council or a committee of the Council if expelled from the meeting:

- (a) by a resolution of the meeting, or
- (b) by the person presiding at the meeting if the Council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.34 reflects section 10(2) of the Act.

- 5.35 On the adoption of this code and at the commencement of each council term, the council must determine whether to authorise the person presiding at a meeting to exercise a power of expulsion.

Livestreaming of meetings

- 5.36 Each meeting of the Council or a committee of the Council is to be recorded by means of an audio or audio-visual device.

- 5.37 At the start of each meeting of the Council or a committee of the Council, the chairperson must inform the persons attending the meeting that:

- (a) the meeting is being recorded and made publicly available on the Council's website, and
- (b) persons attending the meeting should refrain from making any defamatory statements.

- 5.38 The recording of a meeting is to be made publicly available on the council's website at the same time as the meeting is taking place.

- 5.39 The recording of a meeting is to be made publicly available on the Council's website for at least 12 months after the meeting or for the balance of the council's term, whichever is the longer period.

- 5.40 Clauses 5.36 - 5.39 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

Note: Clauses 5.36 – 5.39 reflect section 236 of the Regulation.

- 5.41 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

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Attendance of the General Manager and other staff at meetings

- 5.42 The General Manager is entitled to attend, but not to vote at, a meeting of the Council or a meeting of a committee of the Council of which all of the members are Councillors.

Note: Clause 5.42 reflects section 376(1) of the Act.

- 5.43 The General Manager is entitled to attend a meeting of any other committee of the Council and may, if a member of the committee, exercise a vote.

Note: Clause 5.43 reflects section 376(2) of the Act.

- 5.44 The General Manager may be excluded from a meeting of the Council or a committee while the Council or committee deals with a matter relating to the standard of performance of the General Manager or the terms of employment of the General Manager.

Note: Clause 5.44 reflects section 376(3) of the Act.

- 5.45 The attendance of other Council staff at a meeting, (other than as members of the public) shall be with the approval of the General Manager in consultation with the Mayor.

6 The Chairperson

The chairperson at meetings

- 6.1 The Mayor, or at the request of or in the absence of the Mayor, the Deputy Mayor (if any) presides at meetings of the Council.

Note: Clause 6.1 reflects section 369(1) of the Act.

- 6.2 If the Mayor and the Deputy Mayor (if any) are absent, a Councillor elected to chair the meeting by the Councillors present presides at a meeting of the Council.

Note: Clause 6.2 reflects section 369(2) of the Act.

Election of the chairperson in the absence of the Mayor and Deputy Mayor

- 6.3 If no chairperson is present at a meeting of the Council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

- 6.4 The election of a chairperson must be conducted:

- (a) by the General Manager or, in their absence, an employee of the Council designated by the General Manager to conduct the election, or
- (b) by the person who called the meeting or a person acting on their behalf if neither the General Manager nor a designated employee is present at the

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meeting, or if there is no General Manager or designated employee.

- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- 6.6 For the purposes of clause 6.5, the person conducting the election must:
- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
 - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.
- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the Council:
- (a) any Councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
 - (b) every Councillor present must be silent to enable the chairperson to be heard without interruption.

7 Modes of Address

- 7.1 Where physically able to, councillors and staff should stand when the mayor enters the chamber and when addressing the meeting
- 7.2 If the chairperson is the Mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.3 If the chairperson is the deputy mayor, they are to be addressed as 'Mr Deputy Mayor', or 'Madam Deputy Mayor' or 'Deputy Mayor'.
- 7.4 Where the chairperson is not the Mayor, they are to be addressed as either 'Mr Chairperson', 'Madam Chairperson' or 'Mayor'.
- 7.5 A Councillor is to be addressed as 'Councillor [surname]'.
- 7.6 A Council officer is to be addressed by their official designation or as Mr/Ms/Mx [surname].

8 Order of Business for Ordinary Council Meetings

- 8.1 At a meeting of the council, the general order of business is as fixed by resolution of the council. The general order of business will be as follows:
1. Opening of Meeting.
 2. Acknowledgement of Country

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3. Prayer
 4. Apologies and Applications for a Leave of Absence
 5. Applications to Attend by Audio-Visual Link
 6. Confirmation of Minutes
 7. Disclosures of Interests
 8. Urgent Business
 9. Adoption of Multiple Items of Business
 10. Mayoral Minute(s)
 11. Councillor Reports
 12. Notices of Motions / Questions with Notice
 13. Reports of Committees
 14. Reports of the General Manager
 15. Reports of the Director Customer, Corporate Services and Economy
 16. Reports of the Director Infrastructure and Strategic Futures
 17. Reports of the Director Operations
 18. Reports of the Director Planning and Community Services
 19. Confidential Matters
 20. Report on Confidential Resolutions
- 8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the Council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.
- Note:** [Part 13](#) allows Council to deal with items of business by exception.
- 8.3 Despite any other provision of this code, only the mover of a motion referred to in clause 8.2 and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.

9 Consideration of Business at Council MeetingsBusiness that can be dealt with at a Council meeting

- 9.1 The Council must not consider business at a meeting of the Council:
- (a) unless a Councillor has given notice of the business, as required by clause 3.10, and
 - (b) unless notice of the business has been sent to the Councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:

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- (a) is already before, or directly relates to, a matter that is already before the Council, or
 - (b) is the election of a chairperson to preside at the meeting, or
 - (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a Mayoral Minute, or
 - (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the Council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the Council at which all councillors are present even though due notice has not been given of the business to councillors, if the council resolves to deal with the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting. A resolution adopted under this clause must state the reasons for the urgency.
- 9.4 A motion moved under clause 9.3 can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 9.3 and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.
- 9.5 If all councillors are not present at a meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 9.3, and the chairperson also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.
- 9.6 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.5.

Mayoral Minutes

- 9.7 The mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that the mayor determines should be considered at the meeting.
- 9.8 A Mayoral minute, when put to a meeting, takes precedence over all business on the Council's agenda for the meeting. The Mayor may move the adoption of a Mayoral minute without the motion being seconded.
- 9.9 A recommendation made in a Mayoral minute put by the Mayor is, so far as it is adopted by the Council, a resolution of the Council.

Staff reports

- 9.10 A recommendation made in a staff report is, so far as it is adopted by the Council, a resolution of the Council.

Reports of committees of Council

- 9.11 The recommendations of a committee of the Council are, so far as they are adopted by the Council, resolutions of the Council.
- 9.12 If in a report of a committee of the Council distinct recommendations are made, the

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Council may make separate decisions on each recommendation.

Questions

- 9.13 A question must not be asked at a meeting of the Council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.12.
- 9.14 A Councillor may, through the chairperson, put a question to another Councillor about a matter on the agenda.
- 9.15 A Councillor may, through the Mayor, ask the General Manager, about a matter on the agenda. The general manager may request another council employee to answer the question.
- 9.16 A Councillor or Council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a Councillor or Council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the Council.
- 9.17 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.18 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a Councillor or Council employee.

10 Rules of DebateMotions to be seconded

- 10.1 Unless otherwise specified in this Code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

- 10.2 A Councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a Councillor who has submitted a notice of motion under clause 3.9 wishes to withdraw it, they may request its withdrawal at any time. If the notice of motion is withdrawn after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the chairperson is to note the withdrawal of the notice of motion at the meeting unless the council determines to consider the notice of motion at the meeting.
- 10.4 In the absence of a Councillor who has placed a notice of motion on the agenda for a meeting of the Council:
- (a) any other Councillor may, with the leave of the chairperson, move the motion at the meeting, or

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- (b) the chairperson may defer consideration of the motion until the next meeting of the Council.

Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the Council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.

Amendments to motions

- 10.8 An amendment to a motion must be moved and seconded before it can be debated.
- 10.9 An amendment to a motion must relate to the matter being dealt with in the original motion before the Council and *must not be a direct negative* of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.10 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.11 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before Council at any one time.
- 10.12 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.13 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.14 An amendment may become the motion without debate or a vote where it is accepted by the Councillor who moved the original motion.

Limitations on the number and duration of speeches

- 10.15 A Councillor who, during a debate at a meeting of the Council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.16 A Councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.

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- 10.17 A Councillor must not, without the consent of the Council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.18 Despite clause 10.17, the chairperson may permit a Councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the Councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.19 Despite clauses 10.15 and 10.16, a Councillor may move that a motion or an amendment be now put:
- (a) if the mover of the motion or amendment has spoken in favour of it and no Councillor expresses an intention to speak against it, or
 - (b) if at least two (2) Councillors have spoken in favour of the motion or amendment and at least two (2) Councillors have spoken against it.
- 10.20 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.19. A seconder is not required for such a motion.
- 10.21 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.15.
- 10.22 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.23 All Councillors must be heard without interruption, and all other Councillors must, unless otherwise permitted under this Code, remain silent while another Councillor is speaking.
- 10.24 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

11 Voting

Voting entitlements of Councillors

- 11.1 Each Councillor is entitled to one (1) vote.
- Note: Clause 11.1 reflects section 370(1) of the Act.**
- 11.2 The person presiding at a meeting of the Council has, in the event of an equality of votes, a second or casting vote.
- Note: Clause 11.2 reflects section 370(2) of the Act.**
- 11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

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11.4 ~~Removed as it relates to joint organisations.~~

Voting at Council meetings

11.5 A Councillor who is present at a meeting of the Council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

~~11.6 If a Councillor who has voted against a motion put at a Council meeting so requests, the General Manager must ensure that the Councillor's dissenting vote is recorded in the Council's minutes.~~

~~11.7 The decision of the chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) Councillors rise and call for a division.~~

~~11.8 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The General Manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the Council's minutes for the meeting.~~

~~11.9 When a division on a motion is called, any Councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.5 of this Code.~~

11.10 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the Council may resolve that the voting in any election by Councillors for Mayor or Deputy Mayor is to be by secret ballot.

11.11 All voting at council meetings, (including meetings that are closed to the public), 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) being recorded.

Note: If clause 11.11 is adopted, clauses 11.6 – 11.9 and clause 11.15 may be omitted.

Voting on planning decisions

11.12 The council or a council committee must not make a final planning decision without receiving a staff report containing an assessment and recommendation in relation to the matter put before the council for a decision.

11.13 Where the council or a council committee makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide reasons for its decision and why it did not adopt the staff recommendation.

11.14 The General Manager must keep a register containing, for each planning decision made at a meeting of the Council or a Council committee (including, but not limited to a committee of the Council), the names of the Councillors who supported the decision and the names of any Councillors who opposed (or are taken to have opposed) the decision.

~~11.15 For the purpose of maintaining the register, a division is taken to have been called~~

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~~whenever a motion for a planning decision is put at a meeting of the Council or a Council committee.~~

11.16 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.

11.17 Clauses 11.14–11.16 apply also to meetings that are closed to the public.

Note: Clauses 11.14–11.16 reflect section 375A of the Act.

Note: The requirements of clause 11.14 may be satisfied by maintaining a register of the minutes of each planning decision.

Note: See [Appendix 3](#) for more information on the Motions and Amendments process.

12 Committee of the Whole

12.1 The Council may resolve itself into a committee to consider any matter before the Council.

Note: Clause 12.1 reflects section 373 of the Act.

12.2 All the provisions of this Code relating to meetings of the Council, so far as they are applicable, extend to and govern the proceedings of the Council when in committee of the whole, except the provisions limiting the number and duration of speeches.

Note: Clauses 10.15–10.25 limit the number and duration of speeches.

Note: [Clause 7.1](#) encourages councillors and staff to stand when addressing the meeting where they can.

12.3 The General Manager or, in the absence of the General Manager, an employee of the Council designated by the General Manager, is responsible for reporting to the Council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.

12.4 The Council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the Council's minutes. However, the Council is not taken to have adopted the report until a motion for adoption has been made and passed.

13 Dealing with Items by Exception

13.1 The Council or a committee of Council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution where it considers it necessary to expedite the consideration of business at a meeting.

13.2 Before the Council or committee resolves to adopt multiple items of business on the

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- agenda together under clause 13.1, 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.
- 13.3 The Council or committee must not resolve to adopt any item of business under clause 13.1 that a Councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the Council or committee must resolve to alter the order of business in accordance with [clause 8.2](#).
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1.

14 Closure of Council Meetings to the Public

Grounds on which meetings can be closed to the public

- 14.1 The Council or a committee of the Council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) personnel matters concerning particular individuals (other than Councillors),
 - (b) the personal hardship of any resident or ratepayer,
 - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the 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 the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the Council, or
 - (iii) reveal a trade secret,
 - (e) information that would, if disclosed, prejudice the maintenance of law,
 - (f) matters affecting the security of the Council, Councillors, Council staff or Council property,
 - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
 - (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,

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- (i) alleged contraventions of the Council's Code of Conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

- 14.2 The Council or a committee of the Council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
 - (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the Council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 14.3 reflects section 10B(1) of the Act.

- 14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:
- (a) are substantial issues relating to a matter in which the Council or committee is involved, and
 - (b) are clearly identified in the advice, and
 - (c) are fully discussed in that advice.
 - (d) are subject to legal professional privilege.

Note: Clause 14.4 reflects section 10B(2) of the Act.

- 14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

- 14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:
- (a) a person may misinterpret or misunderstand the discussion, or
 - (b) the discussion of the matter may:
 - (i) cause embarrassment to the Council or committee concerned, or to Councillors or to employees of the Council, or
 - (ii) cause a loss of confidence in the Council or committee.

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Note: Clause 14.6 reflects section 10B(4) of the Act.

- 14.7 In deciding whether part of a meeting is to be closed to the public, the Council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

See: [Office of Local Government – Closure of Council Meetings to the Public Guidelines.](#)

Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

- 14.8 Part of a meeting of the Council, or of a committee of the Council, may be closed to the public while the Council or committee considers a matter that has not been identified in the agenda for the meeting under [clause 3.19](#) as a matter that is likely to be considered when the meeting is closed, but only if:
- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
 - (b) the Council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

Representations by members of the public

- 14.9 The Council, or a committee of the Council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Note: Clause 14.9 reflects section 10A(4) of the Act.

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Despite clauses 14.9 and 14.10, the council may resolve to close the meeting to the public in accordance with this Part to hear a representation from a member of the public as to whether the meeting should be closed to consider an item of business where the representation involves the disclosure of information relating to a matter referred to in clause 14.1
- 14.12 Where the matter has been identified in the agenda of the meeting under clause 3.19 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application in a manner determined by the Council.

Note: See [Appendix 2](#) for rules for representations on closing a meeting.

Council Policy
Code of Meeting PracticeExpulsion of non-Councillors from meetings closed to the public

- 14.13 If a meeting or part of a meeting of the Council or a committee of the Council is closed to the public in accordance with section 10A of the Act and this Code, any person who is not a Councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.14 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units

Obligations of Councillors attending meetings by audio-visual link

- 14.15 Councillors attending a meeting by audio-visual link 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 Act.

Information to be disclosed in resolutions closing meetings to the public

- 14.16 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
- (a) the relevant provision of section 10A(2) of the Act,
 - (b) the matter that is to be discussed during the closed part of the meeting,
 - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Note: Clause 14.21 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

- 14.17 If the Council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.18 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.17 during a part of the meeting that is livestreamed where practicable.
- 14.19 The general manager must cause business papers for items of business considered

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during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.

- 14.20 The general manager must consult with the council and any other affected persons before publishing information on the council's website under clause 14.19 and provide reasons for why the information has ceased to be confidential.

15 Keeping Order at Meetings

Points of order

- 15.1 A Councillor may draw the attention of the chairperson to an alleged breach of this Code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the Councillor raising the point of order to state the provision of this Code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

- 15.3 The chairperson, without the intervention of any other Councillor, may call any Councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.4 A Councillor who claims that another Councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.5 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the Council.
- 15.6 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

- 15.7 A Councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.8 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.9 Despite any other provision of this Code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Council Policy
Code of Meeting PracticeActs of disorder

- 15.10 A Councillor commits an act of disorder if the Councillor, at a meeting of the Council or a committee of the Council:
- (a) contravenes the Act, the Regulation or this Code, or
 - (b) assaults or threatens to assault another Councillor or person present at the meeting, or
 - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the Council or the committee, or addresses or attempts to address the Council or the committee on such a motion, amendment or matter, or
 - (d) uses offensive or disorderly words, or
 - (e) makes gestures or otherwise behaves in a way that is sexist, racist, homophobic or otherwise discriminatory, or, if the behaviour occurred in the Legislative Assembly, would be considered disorderly, or
 - (f) imputes improper motives to or unfavourably personally reflects upon any other council official, or a person present at the meeting, except by a motion, or
 - (g) says or does anything that would promote disorder at the meeting or is otherwise inconsistent with maintaining order at the meeting

Note: Clause 15.10 reflects section 182 of the Regulation.

Note: The Legislative Assembly's Speaker's Guidelines state that "Members are not to use language, make gestures, or behave in any way in the Chamber that is sexist, racist, homophobic or otherwise exclusionary or discriminatory. Such conduct may be considered offensive and disorderly, in accordance with Standing Order 74".

- 15.11 The chairperson may require a Councillor:
- (a) to apologise without reservation for an act of disorder referred to in clauses 15.10(a), (b), (e) or (g), or
 - (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
 - (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.10(d), (e), (f) or (g).

Note: Clause 15.11 reflects section 233 of the Regulation.

- 15.12 A failure to comply with a requirement under clause 15.11 constitutes a fresh act of disorder for the purposes of clause 15.10.
- 15.13 Where a councillor fails to take action in response to a requirement by the chairperson to remedy an act of disorder under clause 15.11 at the meeting at which the act of disorder occurred, the chairperson may require the councillor to take that action at each subsequent meeting until such time as the councillor complies with the

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requirement. If the councillor fails to remedy the act of disorder at a subsequent meeting, they may be expelled from the meeting under clause 15.18.

How disorder at a meeting may be dealt with

- 15.14 If disorder occurs at a meeting of the Council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The Council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of Councillors.

Expulsion from meetings

- 15.15 All chairpersons of meetings of the Council and committees of the Council are authorised under this Code to expel any person, including any Councillor, from a Council or committee meeting, for the purposes of section 10(2)(b) of the Act.
- ~~15.16 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.~~

Note: Council may use either clause 15.15 or clause 15.16.

- 15.17 Clause 15.15 does not limit the ability of the Council or a committee of the Council to resolve to expel a person, including a Councillor, from a Council or committee meeting, under section 10(2)(a) of the Act.
- 15.18 A Councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the Council for having failed to comply with a requirement under clause 15.11 or 15.13. The expulsion of a Councillor from the meeting for that reason does not prevent any other action from being taken against the Councillor for the act of disorder concerned.

Note: Clause 15.16 reflects section 233(2) of the Regulation.

- 15.19 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the Council for engaging in or having engaged in disorderly conduct at the meeting.
- 15.20 Members of the public attending a meeting of the council:
- (a) must remain silent during the meeting unless invited by the chairperson to speak,
 - (b) must not bring flags, signs or protest symbols to the meeting, and
 - (c) must not disrupt the meeting.
- 15.21 Without limiting clause 15.19, a contravention of clause 15.20 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.19. Members of the public may, as provided by section 10(2) of the Act, be expelled from a meeting for a breach of clause 15.20

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- 15.22 Where a Councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.23 If a Councillor or a member of the public fails to leave the place where a meeting of the Council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the Councillor or member of the public from that place and, if necessary, restrain the Councillor or member of the public from re-entering that place for the remainder of the meeting.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

How disorder by Councillors attending meetings by audio-visual link may be dealt with

- 15.24 Where a Councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the Councillor's audio link to the meeting for the purposes of enforcing compliance with this Code.
- 15.25 If a Councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the Councillor's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

- 15.26 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.
- 15.27 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the Council or a committee of the Council without the prior authorisation of the Council or the committee.
- 15.28 Without limiting clause 15.19, a contravention of clause 15.27 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.19. Any person who contravenes or attempts to contravene clause 15.27, may, as provided for under section 10(2) of the Act, be expelled from the meeting.
- 15.29 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

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16 Conflicts of Interest

- 16.1 All Councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the Council and committees of the Council in accordance with the Council's Code of Conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.
- 16.2 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 the 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 must be suspended or terminated and the Councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the Council or committee, or at any time during which the Council or committee is voting on the matter.

17 Decisions of the Council

Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the Council at which a quorum is present is a decision of the Council.

Note: Clause 17.1 reflects section 371 of the Act.

- 17.2 Decisions made by the Council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering Council decisions

- 17.3 A resolution passed by the Council may not be altered or rescinded except by a motion to that effect of which notice has been given under [clause 3.10](#).

Note: Clause 17.3 reflects section 372(1) of the Act.

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with this code.

Note: Clause 17.5 reflects section 372(3) of the Act.

- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3)

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Councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

- 17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the General Manager no later than one (1) business days after the meeting at which the resolution was adopted.

- 17.11 A motion to alter or rescind a resolution of the Council may be moved on the report of a committee of the Council and any such report must be recorded in the minutes of the meeting of the Council.

Note: Clause 17.11 reflects section 372(6) of the Act.

- 17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the Council may be moved at the same meeting at which the resolution was adopted, where:

- (a) a notice of motion signed by three Councillors is submitted to the chairperson, and
- (b) the council resolves to deal with the motion at the meeting on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council

- 17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite any other provisions of this code, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.

- 17.14 A resolution adopted under clause 17.12(b) must state the reasons for the urgency

Recommitting resolutions to correct an error

- 17.15 Despite the provisions of this Part, a Councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:

- (a) to correct any error, ambiguity or imprecision in the Council's resolution, or
- (b) to confirm the voting on the resolution.

- 17.16 In seeking the leave of the chairperson to move to recommit a resolution for the

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purposes of clause 17.15(a), the Councillor is to propose alternative wording for the resolution.

- 17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 17.18 A motion moved under clause 17.15 can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 17.15 and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.
- 17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.
- 17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

18 Time Limits on Council Meetings

- 18.1 Meetings of the Council and committees of the Council are to conclude no later than 7.00pm.
- 18.2 If the business of the meeting is unfinished at 7.00pm, and the Council does not resolve to extend the meeting, the chairperson must either:
- (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the Council, or
 - (b) adjourn the meeting to a time, date and place fixed by the chairperson.
- 18.3 Clause 18.2 does not limit the ability of the Council or a committee of the Council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.4 Where a meeting is adjourned under clause 18.2 or 18.3, the General Manager must:
- (a) individually notify each Councillor of the time, date and place at which the meeting will reconvene, and
 - (b) publish the time, date and place at which the meeting will reconvene on the Council's website and in such other manner that the General Manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

19 After the Meeting

Minutes of meetings

- 19.1 The Council is to keep full and accurate minutes of the proceedings of meetings of the Council.

Note: Clause 19.1 reflects section 375(1) of the Act.

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- 19.2 At a minimum, the General Manager must ensure that the following matters are recorded in the Council's minutes:
- (a) the names of Councillors attending a Council meeting and whether they attended the meeting in person or by audio-visual link,
 - (b) details of each motion moved at a Council meeting and of any amendments moved to it,
 - (c) the names of the mover and seconder of the motion or amendment,
 - (d) whether the motion or amendment was passed or lost, and
 - (e) such other matters specifically required under this Code.
- 19.3 The minutes of a Council meeting must be confirmed at a subsequent meeting of the Council.
- Note: Clause 19.3 reflects section 375(2) of the Act.**
- 19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.
- Note: Clause 19.5 reflects section 375(2) of the Act.**
- 19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 19.7 The confirmed minutes of a Council meeting must be published on the Council's website. This clause does not prevent the Council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

- 19.8 The Council and committees of the Council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.
- Note: Clause 19.8 reflects section 11(1) of the Act.**
- 19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.
- Note: Clause 19.9 reflects section 11(2) of the Act.**
- 19.10 Clause 19.8 does not apply if the Council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

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Note: Clause 19.10 reflects section 11(3) of the Act.

- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the Council

- 19.12 The General Manager is to implement, without undue delay, lawful decisions of the Council.

Note: Clause 19.12 reflects section 335(b) of the Act.

20 Council Committees

Application of this Part

- 20.1 This Part only applies to committees of the Council whose members are all Councillors.

Council committees whose members are all Councillors

- 20.2 The Council may, by resolution, establish such committees as it considers necessary.
- 20.3 A committee of the Council is to consist of the Mayor and such other Councillors as are elected by the Councillors or appointed by the Council.
- 20.4 The quorum for a meeting of a committee of the Council is to be:
- (a) such number of members as the Council decides, or
 - (b) if the Council has not decided a number – a majority of the members of the committee.

Functions of committees

- 20.5 The Council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

Notice of committee meetings

- 20.6 The General Manager must send to each Councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:
- (a) the time, date and place of the meeting, and
 - (b) the business proposed to be considered at the meeting.
- 20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Non-members entitled to attend committee meetings

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- 20.8 A Councillor who is not a member of a committee of the Council is entitled to attend, and to speak at a meeting of the committee. However, the Councillor is not entitled:
- (a) to give notice of business for inclusion in the agenda for the meeting, or
 - (b) to move or second a motion at the meeting, or
 - (c) to vote at the meeting.

Chairperson and deputy chairperson of Council committees

- 20.9 The chairperson of each committee of the Council must be:
- (a) the Mayor, or
 - (b) if the Mayor does not wish to be the chairperson of a committee, a member of the committee elected by the Council, or
 - (c) if the Council does not elect such a member, a member of the committee elected by the committee.
- 20.10 The Council may elect a member of a committee of the Council as deputy chairperson of the committee. If the Council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.
- 20.11 If neither the chairperson nor the deputy chairperson of a committee of the Council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.
- 20.12 The chairperson is to preside at a meeting of a committee of the Council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

- 20.13 Subject to any specific requirements of this Code, each committee of the Council may regulate its own procedure. The provisions of this Code are to be taken to apply to all committees of the Council unless the Council or the committee determines otherwise in accordance with this clause.
- 20.14 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the Council or the committee determines otherwise in accordance with clause 20.13.
- 20.15 *Removed as it relates to joint organisations.*
- 20.16 Voting at a Council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

- 20.18 The provisions of the Act and Part 14 of this Code apply to the closure of meetings of committees of the Council to the public in the same way they apply to the closure of meetings of the Council to the public.

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- 20.19 If a committee of the Council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the Council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.19 during a part of the meeting that is livestreamed where practicable.
- 20.21 The general manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.
- 20.22 The general manager must consult with the committee and any other affected persons before publishing information on the council's website under clause 20.21 and provide reasons for why the information has ceased to be confidential

Disorder in committee meetings

- 20.23 The provisions of the Act and this Code relating to the maintenance of order in Council meetings apply to meetings of committees of the Council in the same way as they apply to meetings of the Council.

Minutes of Council committee meetings

- 20.24 Each committee of the Council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- the names of Councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
 - details of each motion moved at a meeting and of any amendments moved to it,
 - the names of the mover and seconder of the motion or amendment,
 - whether the motion or amendment was passed or lost, and
 - such other matters specifically required under this Code.
- 20.25 All voting at meetings of committees of the Council (including meetings that are closed to the public), 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), being recorded.
- 20.26 The minutes of meetings of each committee of the Council must be confirmed at a subsequent meeting of the committee.
- 20.27 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

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- 20.28 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- 20.29 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 20.28 The confirmed minutes of a meeting of a committee of the Council must be published on the Council's website. This clause does not prevent the Council from also publishing unconfirmed minutes of meetings of committees of the Council on its website prior to their confirmation.

21 Irregularities

- 21.1 Proceedings at a meeting of a Council or a Council committee are not invalidated because of:
- (a) a vacancy in a civic office, or
 - (b) a failure to give notice of the meeting to any Councillor or committee member, or
 - (c) any defect in the election or appointment of a Councillor or committee member, or
 - (d) a failure of a Councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a Council or committee meeting in accordance with the Council's Code of Conduct, or
 - (e) a failure to comply with this Code.

Note: Clause 21.1 reflects section 374 of the Act.

22 Review

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

Council Policy
Code of Meeting Practice**Appendix 1: Rules for a Public Forum**

These rules are based on the [Model Public Forum Rules](#) as published by the Office of Local Government.

1 General

- 1.1 A public forum may be held prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting.
- 1.2 Public forums may also be held prior to meetings of committees of the council.
- 1.3 Public forums are to be chaired by the mayor or their nominee.

2 Application to Speak

- 2.1 To speak at a public forum, a person must first make a written application to the council in the approved form.
- 2.2 Applications to speak at the public forum must be received by [12.00pm one (1) business day] before the date on which the public forum is to be held
- 2.3 Applications must identify the item of business on the agenda of the meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
- 2.4 A person may apply to speak on no more than [2] items of business on the agenda of the meeting.
- 2.5 Legal representatives acting on behalf of others are not permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.

3 Refusal of applications

- 3.1 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.

4 Limit on number of speakers

- 4.1 No more than [4] speakers are to be permitted to speak per public forum, with no more than [2] 'for' and no more than [2] 'against' each item of business on the agenda for the meeting.
- 4.2 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the public forum on the item of business. If the speakers cannot agree on whom to nominate to address the public forum, the general manager or their delegate is to determine who will address the public forum.
- 4.3 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.

5 Submission of supporting materials

- 5.1 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address at the public forum, and to identify any equipment needs no more than [1] days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.

Council Policy
Code of Meeting Practice**6 Order of speakers**

- 6.1 The general manager or their delegate is to determine the order of speakers at the public forum. The order of speakers may be redetermined by the chairperson at the public forum.

7 Speakers

- 7.1 Each speaker will be allowed [5] minutes to address the public forum. This time is to be strictly enforced by the chairperson.
- 7.2 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the public forum on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

8 Questions

- 8.1 A Councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 8.2 Speakers are under no obligation to answer a question put to them. Answers by the speaker, to each question are to be limited to [5] minutes.
- 8.3 Speakers at public forums cannot ask questions of the council, Councillors, or council staff.
- 8.4 The general manager or their nominee may, with the concurrence of the chairperson, address the public forum for up to [5] minutes in response to an address at a public forum after the address and any subsequent questions and answers have been finalised.
- 8.5 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.

9 Conduct at public forums

- 9.1 When addressing the public forum, speakers must refrain from engaging in disorderly or disrespectful conduct or making statements that impute improper motives to or unfavourably personally reflects upon anyone, or that are potentially defamatory.
- 9.2 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 9.1, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 9.3 Where a speaker engages in conduct of the type referred to in clause 9.1, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.

10 Conflict of interest

- 10.1 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting.

Council Policy
Code of Meeting Practice

- 10.2 The council is to maintain a written record of all conflict-of-interest declarations made at public forums and how the conflict of interest was managed by the Councillor who made the declaration meeting.

11 Livestreaming of public forums

- 11.1 Public forums must be livestreamed via the council's website or a link published on the council's website.
- 11.2 The chairperson must inform people attending the public forum that:
- (a) the public forum is being recorded and livestreamed via the council's website, and
 - (b) person attending the public forum should refrain from making defamatory statements.
- 11.3 When applying to address the public forum, a person must provide their consent to broadcast their voice and image in the livestream and confirm that their address will not include any comments or information that may present legal risk.
- 11.4 A person's attendance at the public forum is to be taken by the chairperson that the person has agreed to be included in any livestream.
- 11.5 The recording of a public forum is to be made publicly available on the council's website for at least 12 months after the forum or for the balance of the council's term, whichever is the longer period.

Council Policy
Code of Meeting Practice**Appendix 2: Rules for Representations on Closing Part of a Meeting**

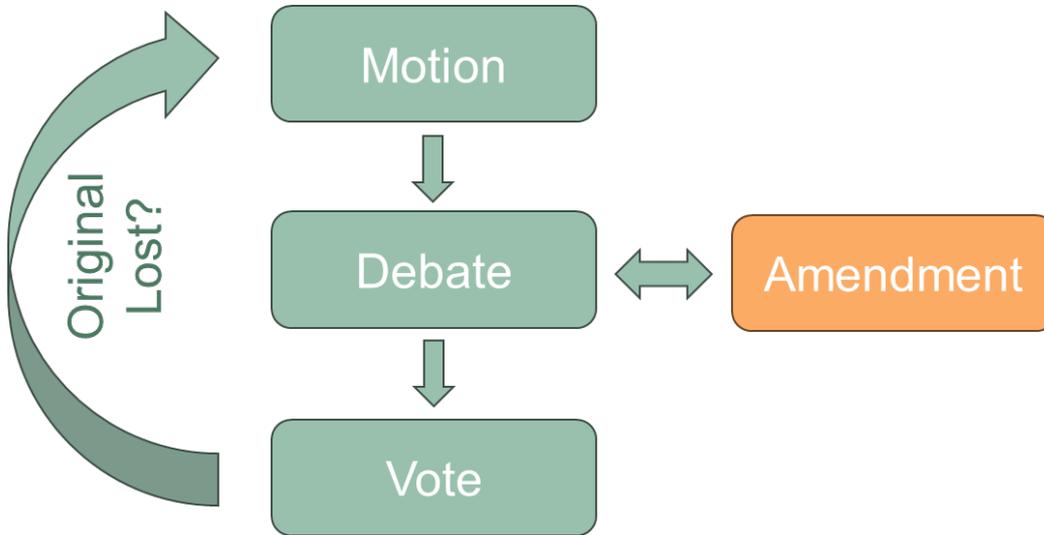
The rules for the closure of council meetings and hearing of representations from the public are based on the [Guidelines](#) as developed by the NSW Office of Local Government.

1 Rules for public representations on the closure of meetings

- 1.1 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.
- 1.2 A representation made under clause 1.1 is to be made after the motion to close the part of the meeting is moved and seconded.
- 1.3 The council or committee may resolve to close the meeting to the public in accordance with section 10A of the Local Government Act 1993 to hear a representation from a member of the public as to whether the meeting should be closed to consider an item of business where the representation involves the disclosure of information relating to a matter referred to in that section.
- 1.4 Where the matter has been identified in the agenda of the meeting as a matter that is likely to be considered when the meeting is closed to the public, to make representations, members of the public must first make an application to the council in a manner determined by the council.
- 1.5 An application under clause 1.4 is to be made to the general manager (or their delegate) in the approved form and must be received by [12noon on the day] before the meeting at which the matter is to be considered.
- 1.6 The general manager (or their delegate) may refuse an application made under clause 1.4. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 1.7 No more than [2] speakers are to be permitted to make representations under clause 1.1.
- 1.8 If more than the permitted number of speakers apply to make representations under clause 1.4, the general manager or their delegate may request the speakers to nominate from among themselves the people who are to make representations to the council. If the speakers cannot agree on whom to nominate to make representations, the general manager or their delegate is to determine who will make representations to the council or committee.
- 1.9 The general manager (or their delegate) is to determine the order of speakers. The order of speakers may be redetermined by the chairperson at the meeting.
- 1.10 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 1.1 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than [2] speakers to make representations in such order as determined by the chairperson.
- 1.11 Each speaker will be allowed [5] minutes to make representations, and this time limit is to be strictly enforced by the chairperson.
- 1.12 Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Appendix 3: Motions and Amendments Process

A simple diagram of the motions and amendments process is included below:



A full process diagram to show how motions and amendments are handled in a council meeting under the code of meeting practice has been developed and included as a separate annexure.

[Council Policy - Code of Meeting Practice - Annexure A: Motions and Amendments Process.](#)

16 REPORTS OF THE DIRECTOR INFRASTRUCTURE AND SUSTAINABILITY**16.1 MAJOR PROJECTS AND CURRENT WORKS - INFRASTRUCTURE AND SUSTAINABILITY - JANUARY 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: Kristine Thacker, Business Support Officer

Authoriser: Andrew Francis, Director Infrastructure and Sustainability

Annexures: A. Major Projects Current Works - January 2026 [↓](#)

RECOMMENDATION

That Council:

1. Receive and note the Infrastructure and Sustainability Major Projects and Current Works Report for January 2026, 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 – January 2026

New Eugowra Road Pump Station and Akuna Road Pump Station Packages (RRP-002)

Due Date	Approved Budget	Expenditure this month	Total Expenditure to date	Outstanding Commitments	Estimated total when works complete
31/12/2026	\$15,792,518	\$2,362.50	\$1,140,050	\$369,293	\$15,792,518
Akuna Road Pump Station	\$6,702,061	0	\$495,066	\$202,620	\$6,702,061
New Eugowra Road Pump Station	\$7,644,403	\$2,362.50	\$578,026	\$124,693	\$7,644,403
Akuna Road Pump Station Solar System	\$186,387.00	\$0	\$66,958	\$41,980	\$186,387.00
Akuna Road High Voltage	\$286,387.00	\$0	\$0	\$0	\$286,387.00
New Eugowra Road High Voltage	\$672,774.00	\$	\$0	\$0	\$672,774.00

*PLEASE NOTE – Figures as at 31/01/2026

Project Status (RAG - Report):

Critical (Red) / At Risk (Amber) / On Track (Green)

Budget	Resources	Schedule	Risks	Scope	Benefits
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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
- Akuna road high voltage
- New Eugowra road high voltage package

Task Completed

- Tender for the HV and the Solar published and submissions have been received
- Preferred tenderer selected for the pump stations and negotiations ongoing
- Tender published and submissions evaluated for the pump stations
- 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.

Infrastructure & Sustainability
Major Projects & Current Works – January 2026



- 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.
- 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.

Tasks forecast to be completed (next steps: 1-3 months)

- ***Tender evaluation and council report (in Feb) to be submitted for solar and high voltage package***
- ***Site mobilisation for both sites by mid Feb 2026***
- ***Negotiations to be completed by end of Jan 2026***
- Evaluation of tender submissions be completed

Progress Photos

Nil photos

Infrastructure & Sustainability
Major Projects & Current Works – January 2026


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	-	\$27,134.77	\$2,143,464	\$188,866	To be confirmed
Akuna Road Pump Station Pipeline	-	\$0	\$564,000	\$5,843	To be confirmed
New Eugowra Road Pump Station Solar	-	\$0	\$60,296	\$0	To be confirmed
*PLEASE NOTE – Figures as at 31/12/2025					
Project Status (RAG - Report):	Critical (Red) / At Risk (Amber) / On Track (Green)				
	Scope	Budget	Schedule	Resources	Risks
Project Details					
<p>The Project Implementation Phase of Parkes Shire Council's, Parkes Water Security Program is progressing with the support of the SSWP426 Funding.</p> <p>The scope of works includes:</p> <ul style="list-style-type: none"> 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					
<ul style="list-style-type: none"> Procurement strategy and schedule have been updated and submitted to the grant body for information Design resource has been locked in to progress the design to IFT (issued for tender) 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)					
<ul style="list-style-type: none"> Engagement with mines and other stakeholders like NWG ongoing to make sure the project can be funded. Estimate of the budget required for the complete package to be revisited Preparation of the tender packages (4) as per procurement strategy Review of deed, milestones and key dates 					

Infrastructure & Sustainability
Major Projects & Current Works – January 2026



- 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 – January 2026


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	\$8,807.64	\$89,142	\$966,728	\$1,887,476		
Project Status (RAG - Report):		Critical (Red) / At Risk (Amber) / On Track (Green)					
		Scope	Budget	Schedule	Resources	Risks	Benefits
Project Details							
<p>This project will activate Parkes Wetlands into a vital ecological site that will also provide a new recreational and tourism offering for the Parkes community. This project will further allow the wetlands to support native wildlife, provide infrastructure for residents and visitors to enjoy the space, support local/regional/global biodiversity, and increase liveability of the region. By transforming the site into an immersive, multipurpose aquatic space, Parkes Wetlands will be ideal for birdwatching, active and passive recreation, outdoor education, citizen science, and conservation research.</p> <p>Key deliverables:</p> <ul style="list-style-type: none"> • Construction and installation of two double-story bird-hides and an aquatic boardwalk • Habitat creation including revegetation and nesting box installation • Design and installation of interpretive signage around the wetlands • Commissioning and installation of sculptural public artwork. 							
Tasks Completed							
<ul style="list-style-type: none"> • 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 and preliminary works undertaken • Contractor engaged for nest box supply and installation • Quote sought for hollow augmentation activities • Risk Assessment Workshop for boardwalk • 2025 revegetation works undertaken • Place tubestock order for 2026 • Finalise survey, drawings, and concept designs of boardwalk/birdhides for tender docs • Develop and release RFI for public artwork • Develop/release tender docs for design / fabrication / installation of bird hides and boardwalk • Nest box installation complete • 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 and award public artwork EOI submissions 							
Tasks forecast to be completed							
<ul style="list-style-type: none"> • Work with contractor re bird hides and boardwalk final design, and manage prelim works • Work with artists on artwork locations and other preliminary considerations • Develop content and artwork/imagery for interpretive signage • Preliminary works for 2026 revegetation activities 							
Progress Photos							
Nil							

Infrastructure & Sustainability
Major Projects & Current Works – January 2026

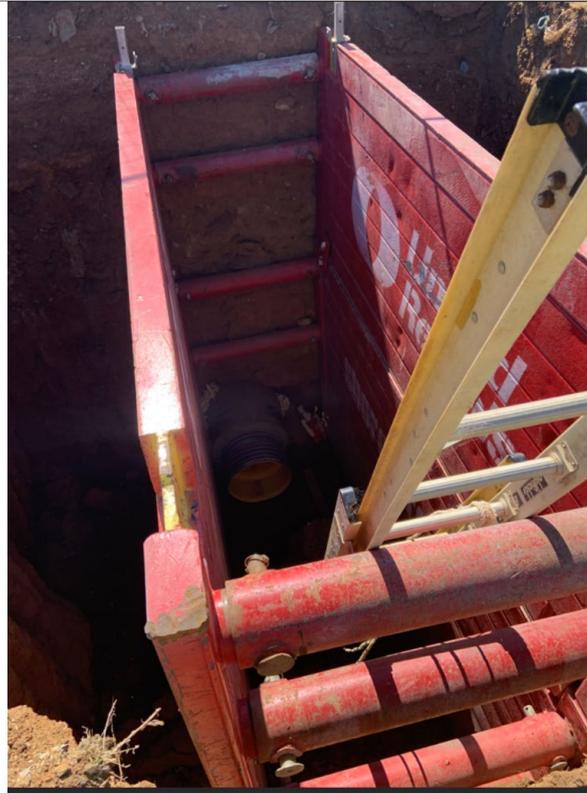

Pump Station Solar Photo Voltaic Systems (CEUF)							
Due Date	Approved Budget	Expenditure this month	Total Expenditure to date	Outstanding Commitments	Estimated total when works complete		
30/10/2026	\$3,510,200	\$0	\$0	\$0	\$3,510,200		
Project Status (RAG - Report):		Critical (Red) / At Risk (Amber) / On Track (Green)					
		Scope	Budget	Schedule	Resources	Risks	Benefits
Project Details							
<p>The solar photovoltaic installation at two of the large raw water pump stations to provide energy offset, will result in substantial savings and reduction in greenhouse gas emissions; along with operational flexibility. Council transfers water over 35km from neighbouring LGA Forbes. This pumping is energy intensive and comes at a considerable financial cost, with significant emissions.</p> <p>In 2023 the power cost for these two sites alone was a staggering \$1.4m with a load of 914tonnes of CO₂-e. This will be reduced to less than 50 with this project.</p> <p>This offset is considerable and is the largest source of power cost for Council. All ratepayers will benefit with a reduction in cost for their local council as well as the enormous savings for the environment with the reduction in emissions.</p> <p>The proposed solar installations will compliment other water security projects, including the new 20ML raw water storage lagoon. Water will be transferred into Parkes during the day using solar power, for storage within the new lagoon. This will then gravity flow to the existing water treatment facility for treatment using the existing solar power at the site.</p>							
Tasks Completed							
<ul style="list-style-type: none"> • Funding deed signed and returned • Identify resource for design • Business Case to be progressed for project setup • 80% design completed • Completion of strategy for all the solar assets (existing and new) 							
Tasks forecast to be completed							
<ul style="list-style-type: none"> • Completion of design • Publish Tender 							
Progress Photos							
Nil							

Infrastructure & Sustainability
 Major Projects & Current Works – January 2026


Western Parkes Sewer Augmentation							
Due Date	Approved Budget	Expenditure this month	Total Expenditure to date	Outstanding Commitments	Estimated total when works complete		
27/11/2025	\$1,650,000	\$611.05	\$913,292	\$686,969	\$1,650,000		
Project Status (RAG - Report):		Critical (Red) / At Risk (Amber) / On Track (Green)					
		Scope	Budget	Schedule	Resources	Risks	Benefits
Project Details							
<p>The project is to install sewer mains from the intersection of Hartigan Ave and Hooley st to the carrier main at Austral Street.</p> <p>The pipeline will cross railway track and TfNSW road.</p> <p>The project will relieve choked areas of existing sewer network and provide safe and sustainable sewage disposal to SAP.</p>							
Tasks Completed							
<ul style="list-style-type: none"> • IFC design (90%) Completed • Technical Specification completed • Finalised CEMP • REF/ CEMP completed • Geotechnical Investigation Report completed • Tender has been awarded to Chiverton PL • Survey inside the rail corridor completed • Mobilisation 1st week of November • Prelim works 1st week of Nov • Letter drop and Facebook organised • Construction 70% complete • Work planned to be completed by March 2026 • Approval for underboring across the railway track • 80% work completed • 50% work completed • Contractor mobilised 							
Tasks forecast to be completed							
<ul style="list-style-type: none"> • Construction completion • Handover 							



Progress Photos



Infrastructure & Sustainability
Major Projects & Current Works – January 2026


Lake Endeavour Pipeline and Lake Metcalfe Rehabilitation Project							
Due Date	Approved Budget	Expenditure this month	Total Expenditure to date	Outstanding Commitments	Estimated total when works complete		
31/05/2028	\$22,900,000	\$0	\$0	\$0	\$		
Packages within the Project							
Lake Endeavour Pipeline	\$12,234,000	\$0	\$0	\$0	\$15,456,875		
Lake Metcalfe Rehabilitation	\$10,666,000	\$0	\$0	\$0	\$10,666,000		
Project Status (RAG - Report):		Critical (Red) / At Risk (Amber) / On Track (Green)					
		Scope	Budget	Schedule	Resources	Risks	Benefits
Project Details							
<p>The Parkes Shire Council Integrated Water Cycle Management (IWCM) Strategy identified future water demands impacts from proposed development of the Special Activation Precinct to the west of town, mining, and other residential and commercial growth could not be supplied by the existing pipeline infrastructure. Analysis of the future demands lead to defining the optimum sizing of the Lachlan pipeline duplication and associated pumping infrastructure.</p> <p>IWCM had identified both Lake Endeavour and Lake Metcalfe as a source when establishing the volume of water production under the sources for water.</p> <p>And, as of 2022 floods, Lake Endeavour pipeline was washed away hence making that source redundant. Also, severe structural risk rose after the flood at Lake Metcalfe which could cause the risk of catastrophic failure.</p> <p>This project aims to fix the issues above and enable the delivery of a secure water supply to residents and businesses at present and into the future.</p>							
Tasks Completed							
<ul style="list-style-type: none"> • Walkthrough for environmental survey completed • Resource for REF finalised • Project Schedule Submitted • Procurement Plan Drafted • Financials submitted • Deed Executed 							
Tasks forecast to be completed							
<ul style="list-style-type: none"> • Finalise the project document suite • Geotech of the area • Finalise the scope for design • Procurement for design resource • Prelim design complete 							
Progress Photos							
Nil							

17 REPORTS OF THE DIRECTOR OPERATIONS

17.1 MAJOR PROJECTS AND CURRENT WORKS - OPERATIONS - JANUARY 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: **Kristine Thacker, Business Support Officer**

Authoriser: **Logan Hignett, Director Operations**

Annexures: **A. Major Projects & Current Works - January 2026** [↓](#)

RECOMMENDATION

That Council:

1. Receive and note the Operations Major Projects and Current Works Report for January 2026, 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 – January 2026


Project # 500095

Budget as at: 9 February 2026

Peak Hill Baldry Road – Stage 2					
Due Date	Original Budget	Expenditure this month	Total Expenditure to date	Outstanding Commitments	Estimated total when works complete
December 2026	\$10,544,095	\$188.97	\$3,662,357	\$8,322	\$10,544,095
Description of the Project					
<p>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.</p>					
Task Completed					
<ul style="list-style-type: none"> • Council has received advice in relation to additional funding for the Baldry Road (Peak Hill Road Upgrade – Part 2). While this increases the overall project funding, it also results in a higher financial contribution from Council. Council will further engage with the funding body to question the funding split. • A support letter to the Local Member, Mr Phil Donato MP, has been sent regarding the revocation of National Park land for the Peak Hill–Baldry Road Safety Upgrade to assist with the assessment of our submission. 					
Tasks forecast to be completed (next steps: 1-3 months)					
<ul style="list-style-type: none"> • Council will continue discussions with the funding body to confirm Council's co-contribution and any impacts on project scope or staging. • Once the funding co-contribution is resolved, internal project schedules and resourcing plans will be updated to align with operational priorities and confirm Council's capacity to deliver both the road and bridge works required to achieve an 80 km/h compliant corridor. • Ongoing engagement with National Parks has continued to progress the land revoking required for the switchback realignment to a bridge 					
Progress Photos					
Nil					

Operations
 Major Project & Current Works – January 2026


Project # 600142

Budget as at: 6 February 2026

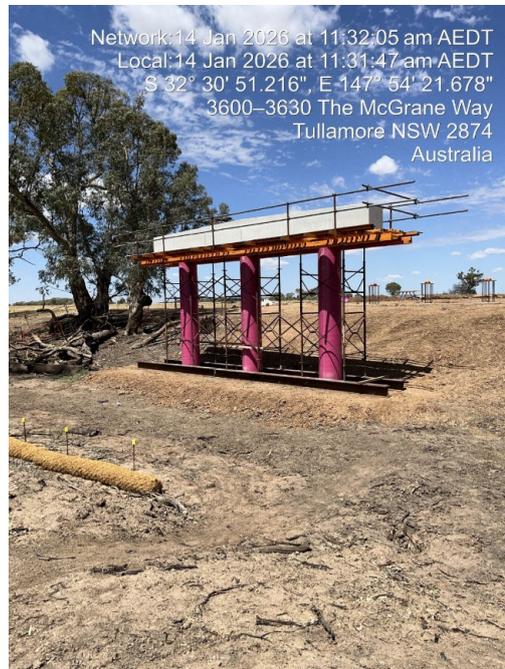
Realignment and New Bridge at Graddle Creek, The McGrane Way					
Due Date	Approved Budget	Expenditure this month	Total Expenditure to date	Outstanding Commitments	Estimated total when works complete
December 2026	\$8,143,655	\$37,314.17	\$635,097	\$2,263,749	\$8,143,655
Description of the Project					
<p>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.</p> <p>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.</p>					
Task Completed (last month)					
<ul style="list-style-type: none"> • Construction of piers • Completion of bridge abutments • Started on the construction on western headstock of bridge 					
Tasks forecast to be completed (next steps: 1-3 months)					
<ul style="list-style-type: none"> • Start the construction of the road approaches to the bridge • Plank manufacture • Completion of bridge • Completion of Abutments • Installation of culvert at the Curra Lane and McGrane Way intersection • Bulk Earthworks to start at the end of February 					



Progress Photos



Fixing of reinforcement for Abutment 1 on the western side of Graddle Creek



Pier 1 with columns and headstock



Operations
Major Project & Current Works – January 2026

Project # 600277

Budget as at: 6 February 2026

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
April 2026	\$4,810,530	\$187,924.75	\$2,710,955	\$,1223,595	\$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

- Roofing and cladding
- Plastering
- Wet area tiling

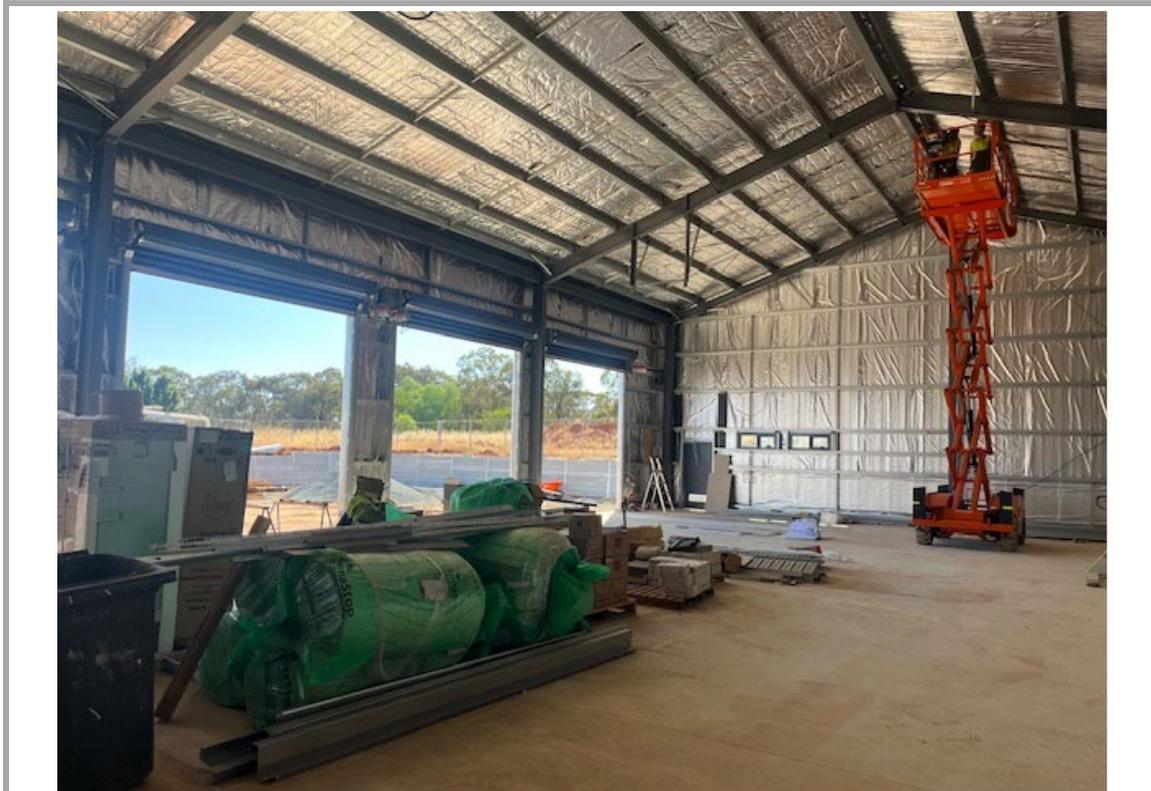
Tasks forecast to be completed (next steps: 1-3 months)

- Painting
- Fit out of internal services
- External carpark and concrete

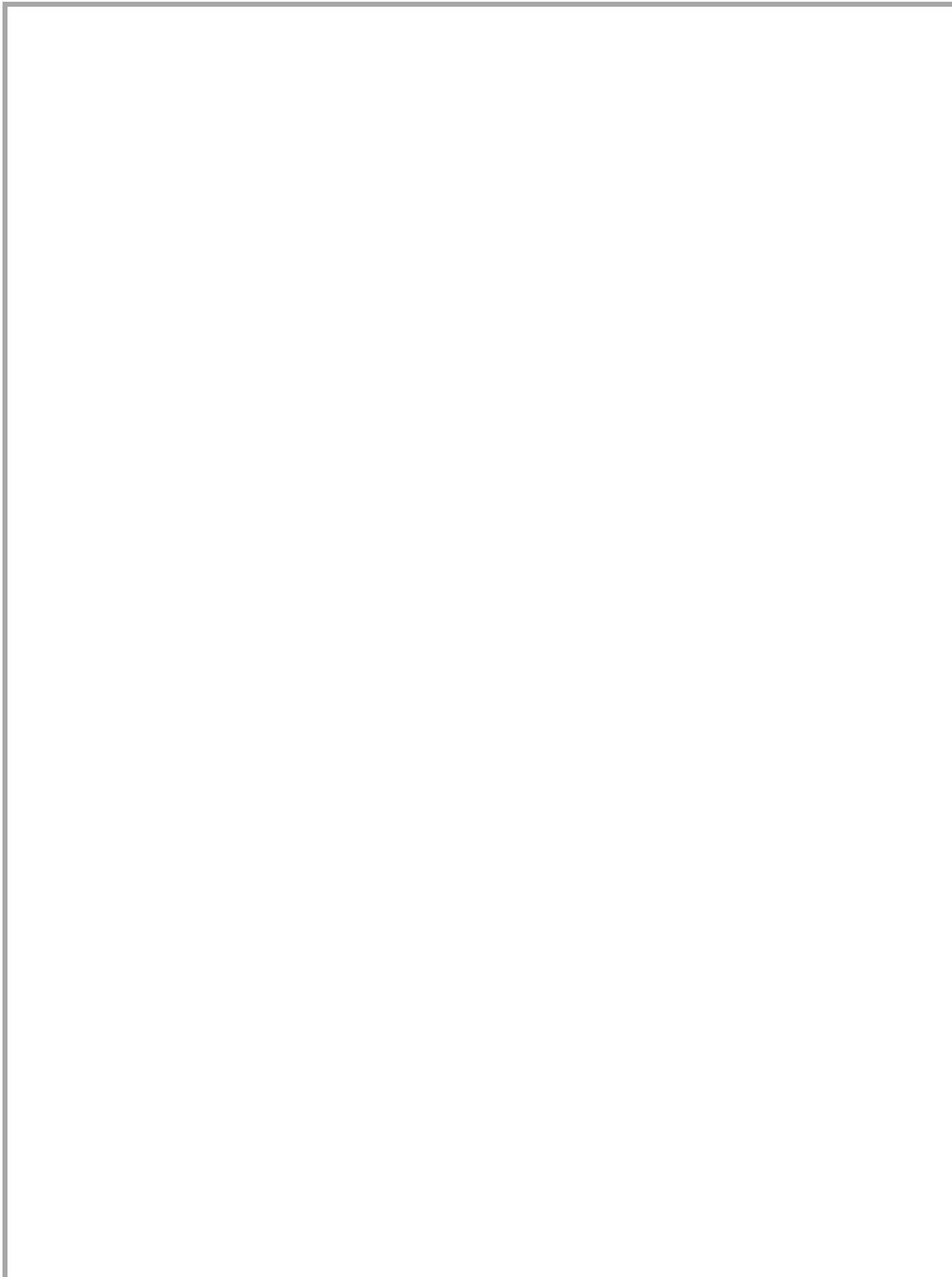
Progress Photos



Operations
Major Project & Current Works – January 2026



Operations
Major Project & Current Works – January 2026



Operations
 Major Project & Current Works – January 2026


Project # 600086

Budget as at: 9 February 2026

Mitigation works to reduce Main Street flooding for Parkes CBD - Stage 1A 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)	\$131,767	\$1,757,369	\$23,948	\$1,744,759
Description of the Project					
<p>This project involves the implementation of key flood mitigation measures aimed at reducing the impact of overland flow within the Parkes Central Business District (CBD), particularly along Main Street. The scope of works includes the following components:</p> <p>Detention Basin Construction – "Croaker Basin":</p> <ul style="list-style-type: none"> • 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. <p>Surface Drainage Works:</p> <ul style="list-style-type: none"> • 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. <p>These combined works aim to reduce flooding risk, improve public safety, and increase the resilience of Parkes CBD to future storm events.</p>					
Task Completed					
<ul style="list-style-type: none"> • Project completed 					
Tasks forecast to be completed (next steps: 1-3 months)					



Progress Photos



Operations
 Major Project & Current Works – January 2026

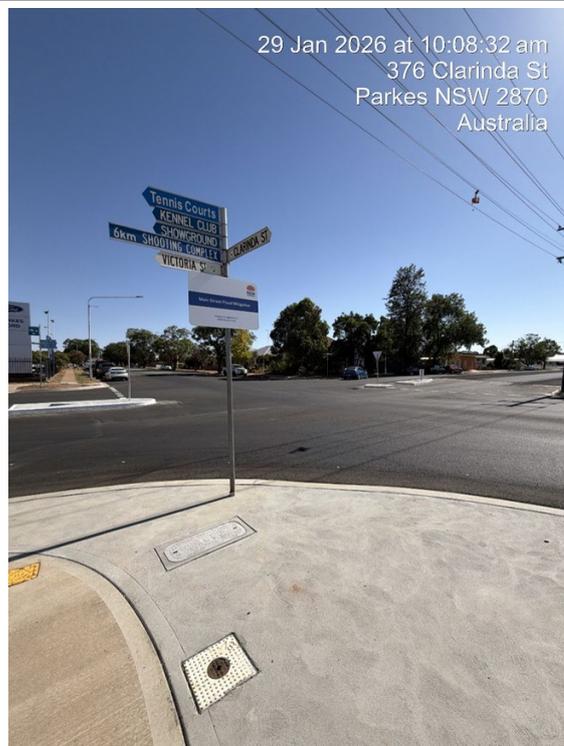

Project # 600086

Budget as at: 9/02/2026

Mitigation works to reduce Main Street flooding for Parkes CBD - Stage 1A 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)	\$556,643	\$1,009,197	\$3680	\$1,265,000
	\$325,515 (funded through FAGS)				
Description of the Project					
<p>This project involves the implementation of key flood mitigation measures aimed at reducing the impact of overland flow within the Parkes Central Business District (CBD), particularly along Main Street. The scope of works includes the following.</p> <p>Stormwater Diversion Roadworks – Victoria Street:</p> <ul style="list-style-type: none"> 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. <p>These combined works aim to reduce flooding risk, improve public safety, and increase the resilience of Parkes CBD to future storm events.</p>					
Task Completed (last month)					
<ul style="list-style-type: none"> Traffic Islands installed 					
Tasks forecast to be completed (next steps: 1-3 months)					
<ul style="list-style-type: none"> Linemarking to be completed end of February 					



Progress Photos



Operations
 Major Project & Current Works – January 2026


Project # 600229

Budget as at: 6 February 2026

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	\$3,723,545	\$26,345.24	\$738,034	\$2,523,634	\$3,723,545

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
- Obtain SWC
- Tender and engage civil contractor
- Set establishment
- Removed trees

Tasks Forecast To Be Completed (Next Steps: 1-3 Months)

- Bulk earthworks
- Commence sewer, stormwater and water pipe line works
- Commence retaining wall foundations and footings
- Commence Potable water linework
- Commence retaining wall foundations and footings

Operations
Major Project & Current Works – January 2026



Progress Photos



Operations
Major Project & Current Works – January 2026



**17.2 SAFER LOCAL ROADS & INFRASTRUCTURE PROGRAM TRANCHE 3 -
COOKAMIDGERA AND LAKE ENDEAVOUR ROAD - SUCCESSFUL OUTCOME****IP&R Linkage:** Pillar: Economy**Goal:** Our economy is supported by well-planned and safe transport infrastructure**Strategy:** Ensure local and regional roads are safe, well-constructed and maintained.**Author:** Sue McGrath, Business Support Coordinator**Authoriser:** Logan Hignett, Director Operations**Annexures:**
A. Attachment 1 - Cookamidgera Road Map 1 [↓](#)
B. Attachment 2 - Cookamidgera Road Map 2 [↓](#)
C. Attachment 3 - Lake Endeavour Road Concept plans [↓](#)

RECOMMENDATION

That Council:

1. Receive and note the information within the report.
-

BACKGROUND

Parkes Shire Council submitted four applications under Tranche 3 of the Australian Government's Safer Local Roads and Infrastructure Program (SLRIP), seeking funding support for critical transport infrastructure upgrades across the Shire. The four projects are;

1. Stage 1 Western Entry Project
2. Warregal Road Upgrades
3. Cookamidgera Road Seal Extension
4. Lake Endeavour Road Sealing

By correspondence dated 6 February 2026, the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts advised that two of Council's applications were successful.

These projects are the Seal Extension of Cookamidgera Road and the Seal of Lake Endeavour Road. Funding offers have subsequently been issued for both projects and require formal acceptance within 30 calendar days of issue.

The remaining applications for Warregal Road and Stage 1 of the Western Entry project were not successful under this tranche. However, the remaining applications are currently submitted in further tranches of this program, following feedback and strengthened submissions for consideration.

The successful outcome represents a significant external funding achievement for Council and materially advances long standing priorities within the Transport asset portfolio.

ISSUES AND COMMENTARY

This is the re-submission of grant projects under this funding program, and Council's first successful outcome. The scope of the projects has been outlined below.

Cookamidgera Road – Seal Extension

The approved scope for Cookamidgera Road involves the sealing of approximately 6.95 kilometres of road to complete a sealed link between Parkes and Cookamidgera.

The project is structured in three sections and includes pavement reconstruction where required, nominal granular overlays, widening to a 7–8 metre formation, and improvements to horizontal and vertical alignment to enhance safety and traffic efficiency. A large box culvert structure within the alignment is to be assessed and, if found substandard, replaced with a bridge structure

The total approved project cost is \$6,250,000, of which the Australian Government will contribute \$5,000,000, representing the maximum funding cap under the Program and equating to 80% of eligible project costs. The remaining \$1,250,000 is to be funded through co-contributions identified in Council's application.

Completion of this project will significantly improve network resilience, freight connectivity and all-weather accessibility between Parkes and Cookamidgera. The sealing of this link reduces ongoing gravel maintenance demands, improves safety outcomes for road users and supports agricultural and heavy vehicle movements within the region.

Lake Endeavour Road – Seal Upgrade

The Lake Endeavour Road project involves upgrading the existing unsealed gravel road to a 6.0 metre wide sealed two-lane standard

The scope includes a nominal 150mm granular overlay, sealing works, roadside safety improvements including guardrail installation where required, and advisory speed signage on sub-standard curves. Two existing causeways will be replaced with large box culverts and reinforced slab structures to improve flood resilience. Drainage improvements and driveway upgrades form part of the approved works to enhance safety and longevity of the pavement structure

The total approved project cost is \$4,318,470, with an Australian Government contribution of \$3,454,776, also at an 80% funding rate. The balance of \$863,694 is to be met through co-contributions identified in the application.

This project delivers significant safety and access improvements for residents and visitors, particularly during adverse weather events. Upgrading the road to sealed standard improves reliability, reduces maintenance intervention and strengthens emergency access capability and provides secure access to the facilities at Lake Endeavor complimenting the recently completed infrastructure upgrades.

Program Conditions and Delivery Obligations

Both projects are classified as "Design and Construct" projects under SLRIP and are subject to strict delivery timeframes

Design must be completed within 12 months of acceptance of the funding offer. Construction must commence within 24 months and be completed within 36 months of acceptance.

Funding is milestone-based and paid progressively upon achievement of defined milestones, including completion of pre-construction design, commencement of construction, completion of construction and acceptance of the post-completion report. Construction cannot commence until the Department has formally accepted Council's executed funding offer.

The funding offers also impose obligations relating to procurement processes, reporting, signage and publicity requirements, and formal approval of any variations to scope, budget or timeframes.

LEGISLATIVE AND POLICY CONTEXT

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

FINANCIAL IMPLICATIONS

The combined total value of the two projects is \$10,568,470.

The Australian Government contribution totals \$8,454,776, representing a substantial external funding outcome for Council. The remaining co-contribution of \$2,113,694 must be funded from sources identified within Council's forward capital works program.

Funding under SLRIP is GST exempt and milestone based. Payments are made upon submission and acceptance of milestone claims supported by appropriate evidence.

Council bears responsibility for any cost overruns above the approved funding amount. Additional Commonwealth funding is not guaranteed and would require Ministerial discretion through a formal variation process. Careful cost management and detailed design validation will therefore be critical prior to construction commencement.

The projects represent significant leverage of Commonwealth funding into the local road network.

RISK IMPLICATIONS

Construction market volatility presents exposure to cost escalation. As Council is responsible for any overruns, robust procurement strategy and early contractor engagement will be essential to manage budget certainty.

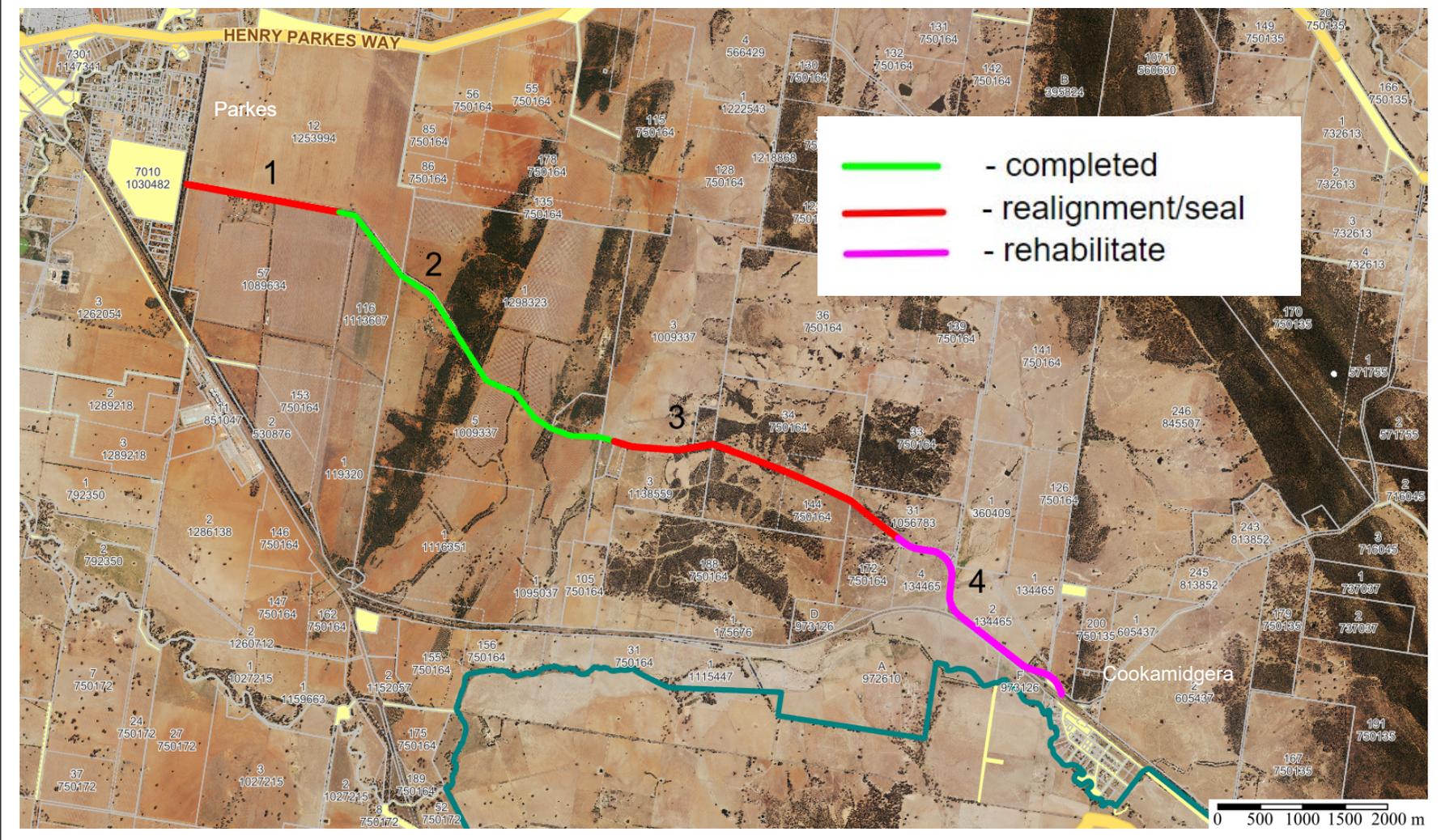
Variation risk also exists where scope adjustments may be required following detailed design investigations. All variations must be approved by the Department prior to implementation.

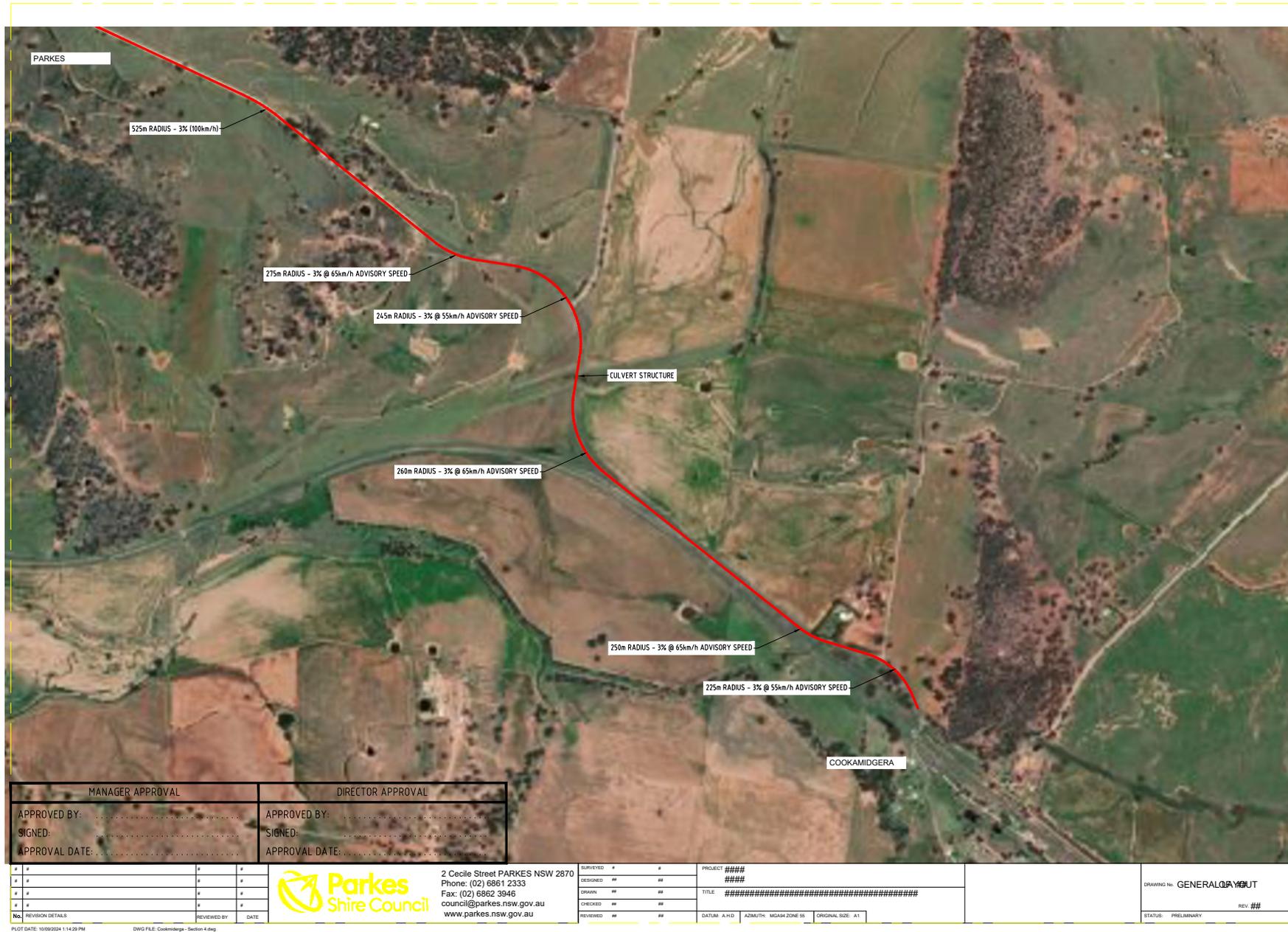
Operational risks will be mitigated through disciplined project governance, structured reporting and proactive engagement with the Department and relevant state agencies.

COMMUNITY CONSULTATION

Formal community consultation is not required for acceptance of funding. However, community engagement will occur during detailed design and prior to commencement of construction, particularly where driveway adjustments, culvert replacements or alignment improvements may impact adjacent landowners.

Public communications and project signage will comply with SLRIP acknowledgement and publicity requirements.





MANAGER APPROVAL		DIRECTOR APPROVAL	
APPROVED BY:	APPROVED BY:	APPROVED BY:	APPROVED BY:
SIGNED:	SIGNED:	SIGNED:	SIGNED:
APPROVAL DATE:	APPROVAL DATE:	APPROVAL DATE:	APPROVAL DATE:

No.	REVISION DETAILS	REVIEWED BY	DATE

Parkes
Shire Council

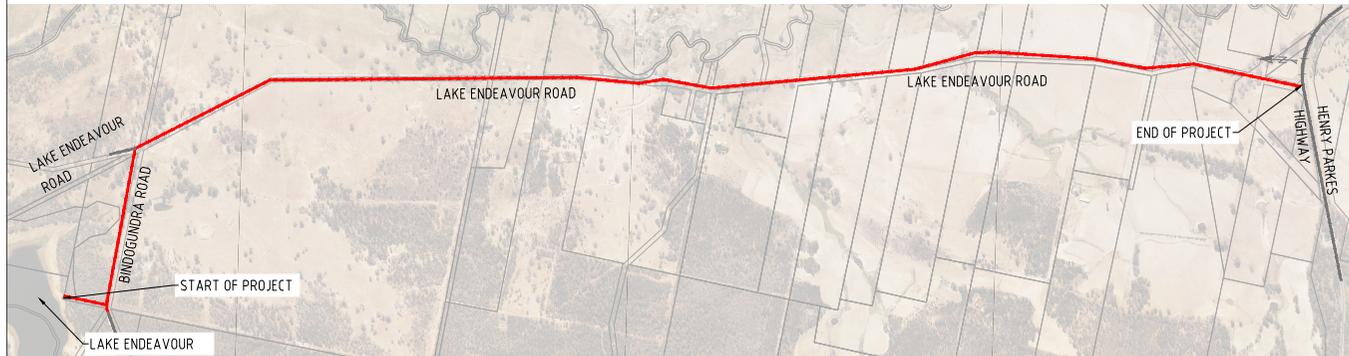
2 Cecile Street PARKES NSW 2870
Phone: (02) 6861 2333
Fax: (02) 6862 3946
council@parkes.nsw.gov.au
www.parkes.nsw.gov.au

SUBMITTED	#	#	PROJECT	####
DESIGNED	##	##	DESIGNER	####
DRAWN	##	##	TITLE	#####
CHECKED	##	##	DATUM	A.H.D.
REVIEWED	##	##	ADMN/TH	MEGAH ZONE 50
			ORIGINAL SIZE	A1

DRAWING No.	GENERAL LAYOUT
REV.	##
STATUS	PRELIMINARY

PLOT DATE: 10/09/2024 1:14:29 PM DWG FILE: Cookamidgera - Section 4.dwg

PROPOSED REHABILITATION OF LAKE ENDEAVOUR ROAD TO BINDOGUNDRA ROAD



DRAWING NUMBER	DRAWING INDEX
001	COVER PAGE
002	GENERAL ARRANGEMENT & TYPICAL SECTION BINDOGUNDRA ROAD
003	GENERAL ARRANGEMENT & TYPICAL SECTION BINDOGUNDRA ROAD TO LAKE ENDEAVOUR ROAD
004	GENERAL ARRANGEMENT - LAKE ENDEAVOUR ROAD
005	GENERAL ARRANGEMENT - LAKE ENDEAVOUR ROAD
006	GENERAL ARRANGEMENT - LAKE ENDEAVOUR ROAD
007	TREE REMOVAL PLAN

LOCALITY PLAN
NOT TO SCALE

GENERAL NOTES:

- A. THESE PLANS DO NOT DEFINE PROPERTY BOUNDARIES.
- B. DO NOT SCALE FROM PLAN IF IN DOUBT ASK.
- C. THE SERVICES SHOWN ON THESE PLANS HAVE BEEN DETERMINED BY SURFACE INSPECTION ONLY. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO HAVE ALL SERVICES ACCURATELY LOCATED BY THE RELEVANT SERVICE AUTHORITIES PRIOR TO THE COMMENCEMENT OF THE SITE WORK.
- D. WORK SITES NEED TO BE ASSESSED AND IF NATURAL OCCURRING ASBESTOS IS DISCOVERED APPROPRIATE CONTROL MEASURES IMPLEMENTED.
- E. SERVICES ON THESE PLANS ARE INDICATIVE ONLY. SERVICES ARE TO BE ACCURATELY LOCATED BY THE RELEVANT SERVICE AUTHORITY PRIOR TO COMMENCEMENT OF CONSTRUCTION.

BULK EARTHWORKS NOTES:

- A. PRIOR TO PLACEMENT OF ANY FILL, TOPSOIL & ANY VEGETABLE MATTER SHALL BE REMOVED & STOCKPILED FOR RE-SPREADING ON COMPLETION.
- B. ANY SOFT SPOTS SHALL BE EXCAVATED, BACKFILLED & COMPACTED WITH CLEAN EARTH FILL.
- C. ALL FILL MATERIAL SHALL BE PLACED AND COMPACTED IN ACCORDANCE WITH AUS-SPEC - CZ13 EARTHWORKS.
- D. ALL FILL MATERIAL PLACED SHALL BE TESTED FOR COMPACTION BY A NATA ACCREDITED LABORATORY.
- E. ALL FILL MATERIAL SHALL BE CLEAN AND FREE OF ANY VEGETABLE MATTER.
- F. FILL SHALL BE COMPACTED IN 200mm MAXIMUM LOOSE THICKNESS TO THE DENSITIES SPECIFIED IN CZ13.
- G. FILL TO BE GRADED EVENLY BETWEEN SPOT HEIGHTS.

DUST CONTROL NOTES:

- A. NO EARTHWORKS SHALL BE CARRIED OUT DURING HIGH WINDS OR AS DIRECTED BY PARKES SHIRE COUNCIL.
- B. DURING EARTHWORKS THE CONTRACTOR SHALL HAVE A WATER CART ON SITE AND MUST PROGRESSIVELY WATER DOWN EXCAVATION AND FILL AREAS TO MINIMISE DUST.
- C. ALL VEHICLE TRAVEL PATHS AND ROADS SHALL BE REGULARLY WATERED TO MINIMISE DUST.

ROAD NOTES:

- A. ROADWORKS TO BE CARRIED OUT IN ACCORDANCE WITH TRANSPORT FOR NEW SOUTH WALES (TFNSW) - "TRAFFIC CONTROL AT WORK SITES TECHNICAL MANUAL"
- B. CONTRACTOR MUST HAVE ALL SERVICES ACCURATELY LOCATED BY THE RELEVANT SERVICE AUTHORITY PRIOR TO COMMENCEMENT OF CONSTRUCTION.
- C. CONTRACTOR MUST TAKE CARE NOT TO DISTURB TREES THAT ARE TO REMAIN.
- D. ANY TREES TO BE REMOVED FROM THE PROPOSED ROAD FORMATION MUST HAVE ALL ROOTS GRUBBED FOR A MINIMUM DEPTH OF 500mm WITH ALL MAJOR ROOTS COMPLETELY REMOVED. REMAINING HOLES SHALL BE FULLY BACKFILLED WITH SELECT FILL MATERIAL AND THOROUGHLY COMPACTED TO 95% STANDARD DENSITY.
- E. LINEMARKING TO COMPLY WITH TFNSW STANDARDS

STORMWATER NOTES:

- A. ALL STORMWATER PITS & PIPEWORK TO BE CONSTRUCTED IN ACCORDANCE WITH AUS-SPEC CZ20.
- B. ALL STORMWATER MAINS SHALL BE CLASS 2 RRJ PIPES UNLESS OTHERWISE SHOWN.
- C. ALL STORMWATER MAINS HAVE BEEN DESIGNED IN ACCORDANCE WITH PARKES SHIRE COUNCIL DEVELOPMENT CONTROL PLAN

SEWER NOTES:

- A. ALL SEWER MAINS SHALL BE CLASS S16 RRJ UPVC PIPE EXCEPT WHERE PIPES IS LAID AT A DEPTH GREATER THAN 3 METERS FROM THE FINISHED GROUND LEVEL TO PIPE INVERT THEN CLASS S18 RRJ UPVC PIPE SHALL BE USED.
- B. CONSTRUCTION OF SEWER MAINS AND MANHOLES SHALL BE CARRIED OUT IN ACCORDANCE WITH PARKES SHIRE COUNCIL'S DEVELOPMENT AND SUBDIVISION OF LAND VOLUME 2 - OC29 - SEWERAGE SYSTEM AND VOLUME 4 CONSTRUCTION SPECIFICATION C402 - SEWERAGE SYSTEM.
- C. TELSTRA AND ESSENTIAL ENERGY MUST BE CONTACTED AND UNDERGROUND CABLES LOCATED BEFORE WORK COMMENCES.
- D. WATER MAINS MUST BE LOCATED BEFORE WORK COMMENCES.
- E. MANHOLES TO BE CONSTRUCTED IN ACCORDANCE WITH AUS-SPEC C402 - SEWERAGE SYSTEM.
- F. MANHOLES IN ROADWAY AND CARPARK SHALL BE FITTED WITH HEAVY TYPE (H) COVERS WITH LIGHT TYPE (L) COVERS USED IN AREAS NOT SUBJECT TO VEHICLE LOADING.
- G. DEAD ENDS AND JUNCTIONS TO BE SEALED WITH ADAPTOR AND CAPS TO SUIT 150Ø PVC PIPE.
- H. JUNCTION DISTANCE ARE MEASURED FROM DOWNSTREAM MANHOLES.
- I. TRENCH STOPS TO BE CONSTRUCTED IN ALL LINES WHICH HAVE A GRADIENT STEEPER THAN 1 IN 40. REFER TO PARKES SHIRE COUNCIL'S DEVELOPMENT AND SUBDIVISION OF LAND VOLUME 2 - OC29 - SEWERAGE SYSTEM AND VOLUME 4 CONSTRUCTION SPECIFICATION C402 - SEWERAGE SYSTEM.
- J. ALL FOOTPATHS AND ROADWAYS ARE TO BE REINSTATED UPON COMPLETION OF WORK.

WATER NOTES:

- A. WATER MAINS TO HAVE MINIMUM 600mm COVER IN FOOTPATH AND 750mm IN ROADWAYS.
- B. ALL PIPES AND FITTINGS TO BE UPVC CLASS 12 UNLESS OTHERWISE SHOWN & CONSTRUCTION IN ACCORDANCE WITH PARKES SHIRE COUNCIL'S DEVELOPMENT AND SUBDIVISION OF LAND CODE VOLUME 4 - DEVELOPMENT CONSTRUCTION SPECIFICATION - C401 - WATER PIPELINES.
- C. POTABLE WATER MAINS TO BE UPVC (COLOUR BLUE) WITH GREEN INDICATING TAPE PLACED OVER THE MAIN MARKED "CAUTION WATER MAIN BURIED BELOW". ALL HYDRANT COVERS ON NON-POTABLE WATER MAIN TO BE PAINTED LILAC & ALL STOP VALVE COVERS ON NON-POTABLE WATER MAIN TO BE PAINTED LILAC.
- D. THRUST BLOCKS TO BE PLACED AT TEES, BENDS, DEAD ENDS & VALVES IN ACCORDANCE WITH PARKES SHIRE COUNCIL'S DEVELOPMENT AND SUBDIVISION OF LAND CODE VOLUME 4 - DEVELOPMENT CONSTRUCTION SPECIFICATION - C401 - WATER PIPELINES.
- E. CONNECTIONS TO EXISTING WATER MAIN TO BE CARRIED OUT BY PARKES SHIRE COUNCIL.
- F. ALL FOOTPATHS & ROADS ARE TO BE REINSTATED UPON COMPLETION OF WORK.

EROSION NOTES:

- A. ALL EROSION CONTROL MEASURES TO BE INSTALLED PRIOR TO THE COMMENCEMENT OF ANY SITE WORK.
- B. ALL EROSION CONTROL MEASURES MUST BE INSPECTED AFTER EACH RAINFALL EVENT. SILT SHALL BE REMOVED TO AN APPROVED LOCATION.
- C. FOLLOWING COMPLETION OF EARTHWORKS ALL DISTURBED AREAS SHALL HAVE A MINIMUM 100mm THICK LAYER OF TOPSOIL SPREAD OVER THEM AND BE SOWN WITH AN APPROVED GRASS/FERTILISER MIX.
- D. SEDIMENT FENCES, TRAPS & FILTERS SHALL BE MAINTAINED IN THE LOCATION SHOWN ON THE DRAWING UNTIL SUCH TIME THAT ALL WORK IS COMPLETED AND A SUITABLE GRASS COVER IS ESTABLISHED.

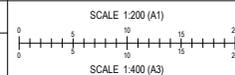
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APPROVED BY:	SIGNED:	APPROVED BY:	SIGNED:
APPROVAL DATE:		APPROVAL DATE:	

NO	REVISION DETAILS	REVIEWED BY	DATE

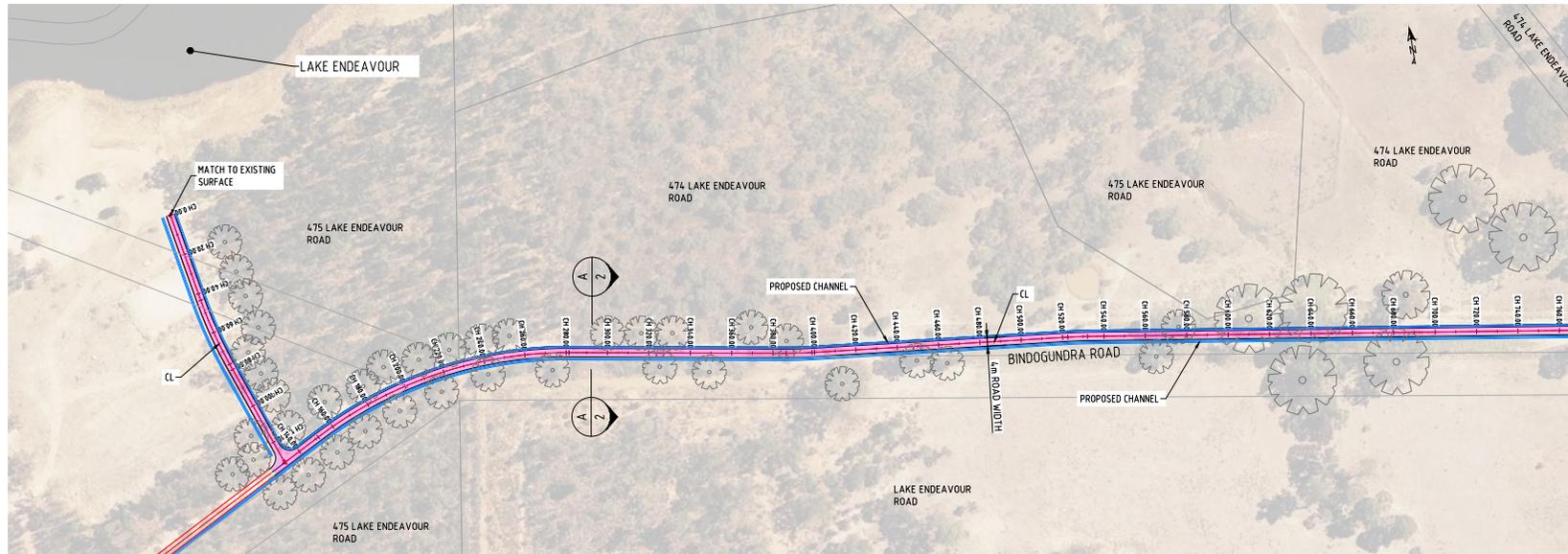


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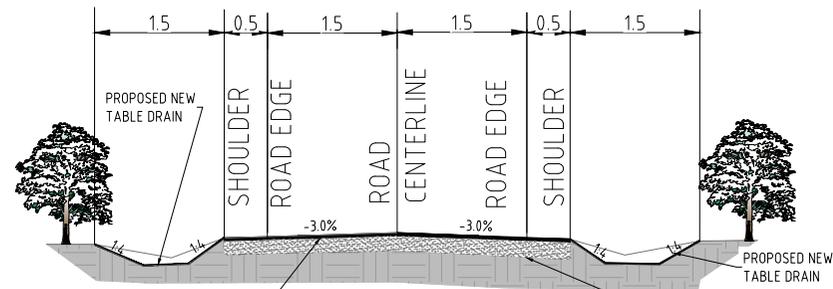
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DESIGNED #	#
DRAWN AA	20/05/2025
CHECKED JR	21/05/2025
REVIEWED #	#
COVER PAGE	
TITLE	COVER PAGE
DATUM: A.H.I.D.	ADJUTANT: MGS&H ZONE 55
ORIGINAL SIZE: A1	



DRAWING No: 01	OF 07
STATUS: PRELIMINARY	REV A



- LEGEND**
- TELECOMMUNICATION CABLE
 - POWER POLE
 - EXISTING PIPE
 - PROPOSED NEW PIPE
 - PROPOSED TABLE DRAIN
 - EXISTING TREE
 - EXISTING PAVEMENT



BOX OUT EXISTING SURFACE AS REQUIRED & INSTALL 2 COAT SEAL ON DGB20 NOMINAL FILL

TYPICAL SECTION AA

SCALE 1:25 (A1)



SCALE 1:50 (A3)

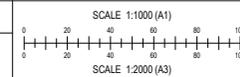
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APPROVED BY:	APPROVED BY:	SIGNED:	SIGNED:
SIGNED:	SIGNED:	APPROVAL DATE:	APPROVAL DATE:

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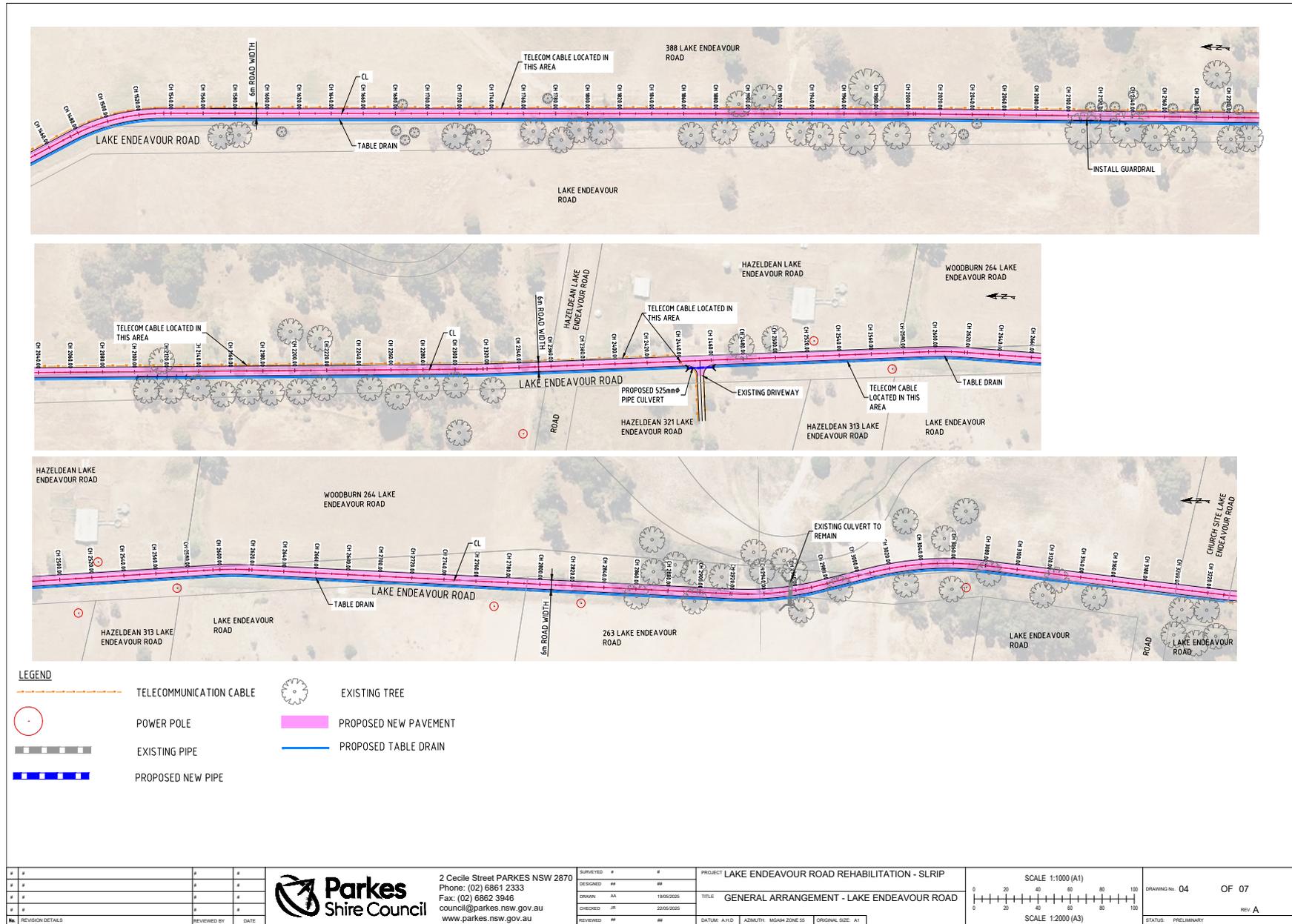


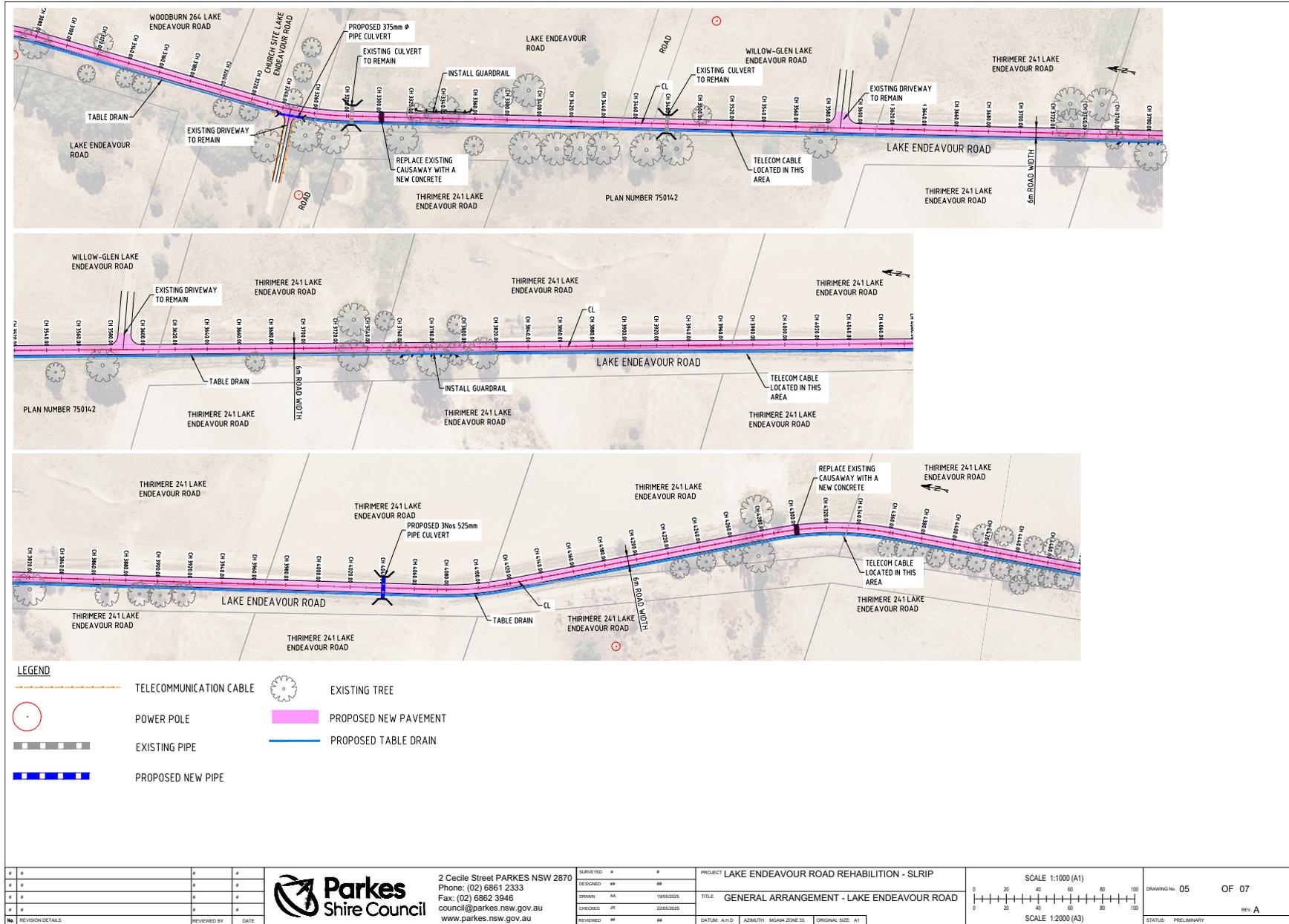
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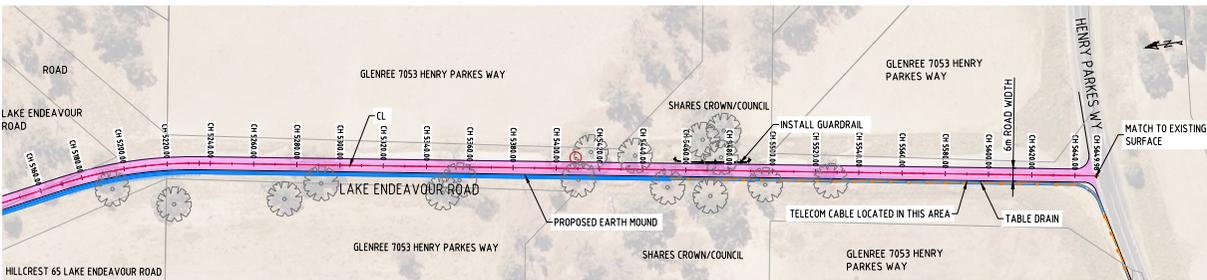
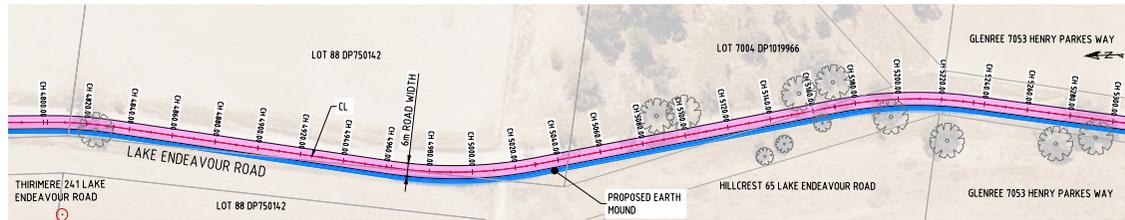
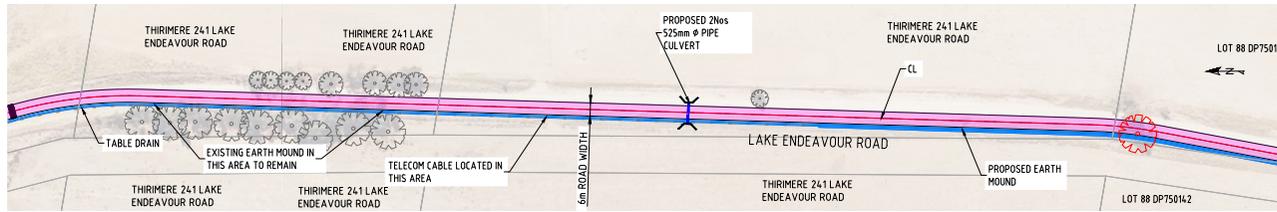
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DESIGNED #	#	TITLE GENERAL ARRANGEMENT & TYPICAL SECTION BINDOGUNDRA ROAD
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CHECKED JR	22/05/2025	AZIMUTH: MGS48 ZONE 55
REVIEWED #	#	ORIGINAL SIZE: A1



DRAWING No: 02 OF 07
REV A
STATUS: PRELIMINARY







LEGEND

- TELECOMMUNICATION CABLE
- POWER POLE
- EXISTING PIPE
- PROPOSED NEW PIPE
- PROPOSED TABLE DRAIN
- EXISTING TREE TO REMAIN
- PROPOSED NEW PAVEMENT

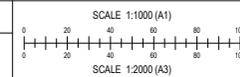
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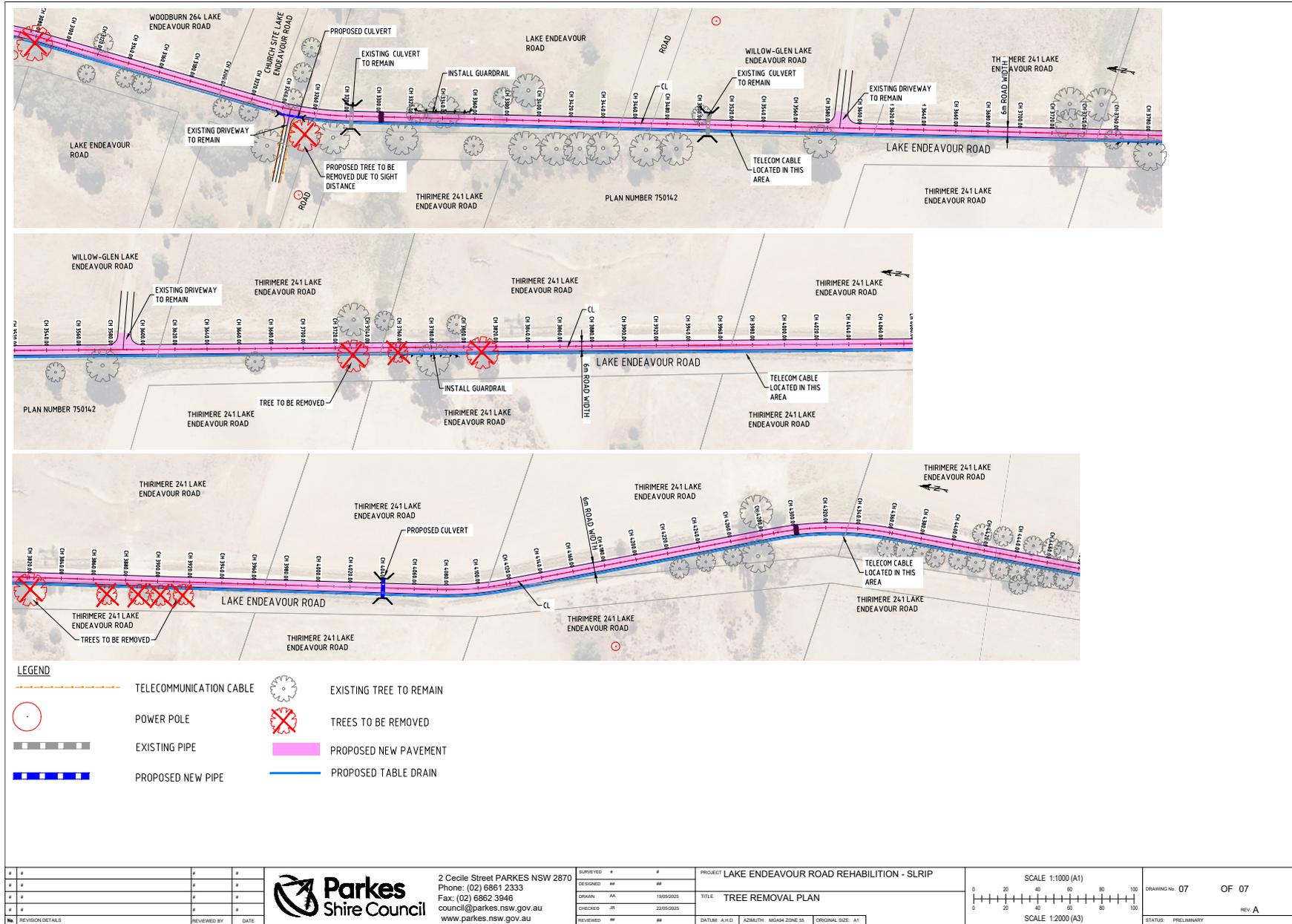
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SURVEYED	#	#
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DRAWN	AA	19/05/2025
CHECKED	JR	22/05/2025
REVIEWED	#	#

PROJECT	LAKE ENDEAVOUR ROAD REHABILITATION- SLRIP
TITLE	GENERAL ARRANGEMENT- LAKE ENDEAVOUR ROAD
DATUM	A.H.I.D
AZIMUTH	MOGASH ZONE 55
ORIGINAL SIZE	A1



DRAWING No.	06	OF	07
STATUS	PRELIMINARY		
REV	A		



18 REPORTS OF THE DIRECTOR PLANNING AND COMMUNITY SERVICES**18.1 JANUARY 2026 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 January 2026 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 January 2026 there were six (6) Development Applications received totalling \$3,080,548.60 and four (4) consents were issued. There were no Complying Development Certificates received or issued.

The figures shown Table 1 below are for Development Applications received during January 2026 with respect to the specified building types and a comparison to the January 2025 figures.

Table 1: Development Applications				
Development Category	January 2026		January 2025	
	No.	Estimated Value	No.	Estimated Value
Commercial	-	-	-	-
Community Facilities	-	-	-	-
Industrial	-	-	1	\$258,914.00
Infrastructure	-	-	-	-
Tourist Development	1	\$40,000.00	1	\$1,281,556.10
Single Dwelling-house	-	-	1	\$110,000.00
Residential Alterations and Additions inc. ancillary / outbuildings	3	\$89,608.00	1	\$187,000.00
Residential Other	-	-	-	-
Multi-Residential	1	\$2,9180,00.00	-	-
Seniors Living	-	-	-	-
Subdivision only	-	-	-	-
Secondary Dwelling	-	-	1	\$653,858.00
Other inc. demolition, earthworks, advertising structure	1	\$32,940.60	-	-
Mixed Development	-	-	-	-
Totals	6	\$3,080,548.60	5	\$2,491,328.10
FYTD Totals	59	\$18,467,882.60	57	\$14,026,813.40

Table 2, below, lists the Development Consents that were issued in the month of January 2026.

Table 2: Development Consents		
Application No.	Address	Description
DA2025/0051	4 Close Street, PARKES NSW 2870	Alterations & Additions to Dwelling
DA2025/0087	13 Bloomfield Street, TRUNDLE NSW 2875	Erection of a New Structure - Shed
DA2025/0090	9-11 Bloomfield Street, TRUNDLE NSW 2875	Dwelling - Manufactured Home and Rainwater Tanks
DA2026/0001	32 Buchanan Place, PARKES NSW 2870	Erection of a New Structure - Shed

The figures shown in Table 3, below, are for Complying Development Certificates received during January 2026 with respect to the specified building types and a comparison to the January 2025 figures.

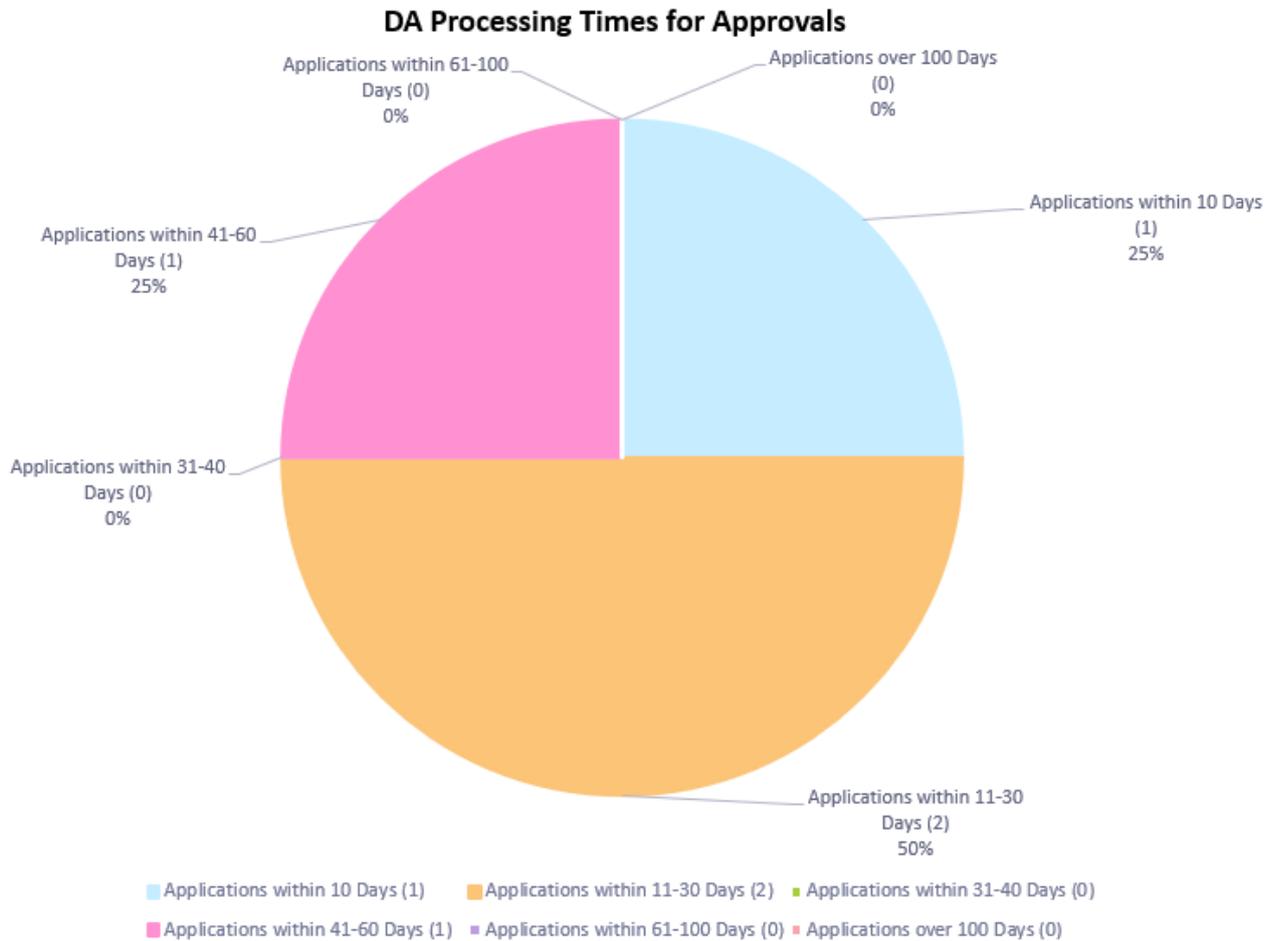
Table 3: Complying Development Certificates				
Development Category	January 2026		January 2025	
	No.	Estimated Value	No.	Estimated Value
Commercial	-	-	-	-
Community Facilities	-	-	-	-
Industrial	-	-	-	-
Infrastructure	-	-	-	-
Tourist Development	-	-	-	-
Single Dwelling-house	-	-	-	-
Residential Alterations 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	12	\$8,973,196.90	2	\$97,031.09

Table 4, below, provides a list of Complying Development Certificates which were issued in the month of January 2026.

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 January 2026 to 31 January 2026. It should be noted that a total of four (4) Development Applications have been determined with an average of 20.25 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 January 2026 there were six (6) Development Applications received totalling \$3,080,548.60 and four (4) consents were issued. There were no Complying Development Certificates received or issued.

Development Activity Report

January 2026

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



LODGED

6

Development Applications

0

Complying Development Certificates



DETERMINED

4

Development Applications

0

Complying Development Certificates

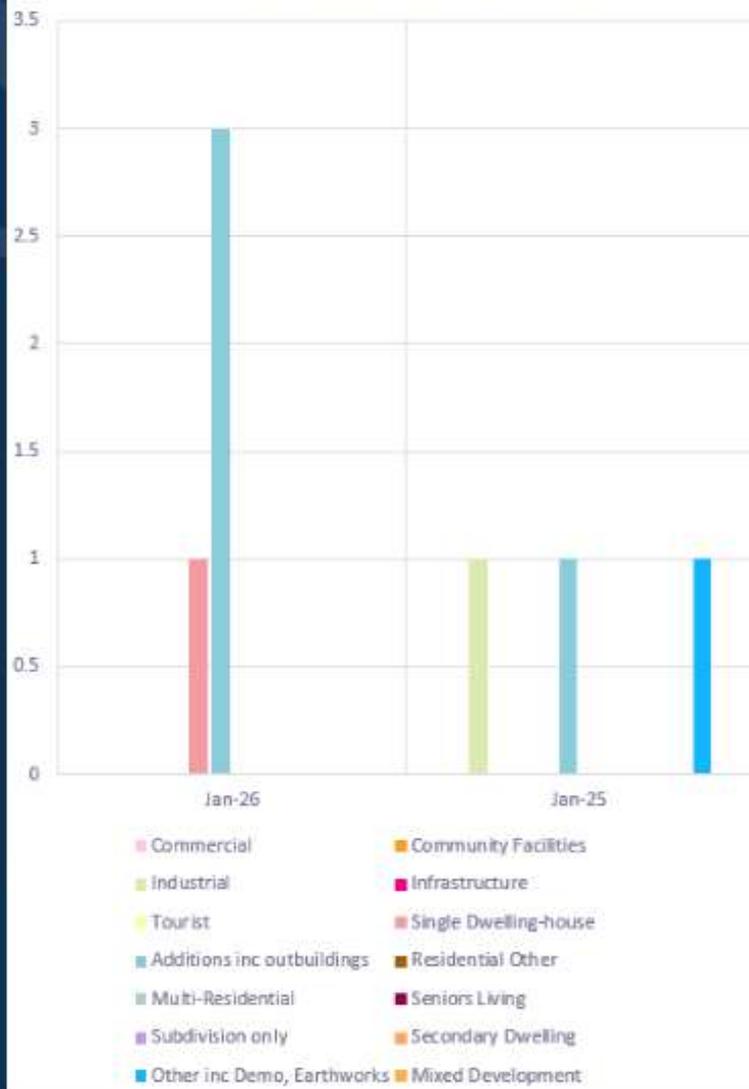
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Private Certifier Complying Development Certificates



AVERAGE DEVELOPMENT APPLICATION PROCESSING TIME THIS MONTH
20.25

Approved Development Applications



VALUE OF APPLICATIONS RECEIVED
\$3,080,548.60

18.2 NSW STRATEGIC PLANNING REFORM - IMPACT ON PARKES SHIRE**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:** **Annalise Teale, Director Planning and Community Services****Authoriser:** **Kent Boyd PSM, General Manager****Annexures:** **Nil**

RECOMMENDATION

That Council:

1. Receive and note the information about the impact of the NSW Strategic Planning Reforms on Parkes Shire Council.
2. Make a submission to the Department of Planning, Housing and Infrastructure raising concerns for Parkes and Regional NSW as outlined in the report.

BACKGROUND

The NSW Government has released a major reform proposal for the State's strategic land use planning system through the "*A New Approach to Strategic Planning – Discussion Paper*" (December 2025). A central element of this reform is the creation of a simplified three-tier planning framework consisting of:

- A State Land Use Plan
- A reduced number of Regional Plans, including a proposal to consolidate all regional NSW into a single Regional NSW Plan
- Local planning frameworks delivering outcomes on the ground

This reform represents a fundamental shift in how planning is structured across regional NSW and has significant implications for Parkes Shire.

ISSUES AND COMMENTARY

Under the proposal, existing regional planning areas (including Central West and Orana, Riverina Murray, Far West, North Coast, New England Northwest and others) would be replaced by **one unified Regional NSW Plan covering 84 Local Government Areas** (see map below)

This model is based on recognising:

- Economic and freight networks
- Infrastructure corridors
- Energy transition zones
- Environmental systems
- Interconnected regional economies

rather than traditional administrative boundaries.

While this approach aims to improve coordination and long-term planning, it also creates risks for communities like Parkes. Bigger cities and regions with more political influence, larger populations and existing infrastructure are more likely to attract attention and funding, which means mid-sized but strategically important places like Parkes could struggle to be seen and prioritised within a single plan covering 84 councils. There is a real risk that local needs and priorities could be overlooked in a highly centralised system, with funding and decisions flowing mainly to larger regional centres instead of important freight and logistics hubs like Parkes.

For Parkes, this makes it essential that our role as a nationally important freight and logistics hub, Inland Rail city and regional service centre is clearly recognised and protected. Council will continue to advocate for fair investment, strong local representation, and decisions that reflect the needs, identity and future of our community under any new regional approach.

The diagram below shows the unified Regional NSW Plan covering 84 Local Government Areas along with the other three regions covering the Lower Hunter / Central Coast, Greater Sydney and the Illawarra / Shoalhaven.



Proposed Strategic
Region Plans

1 ■
Greater
Sydney

2 ■
Lower Hunter and
Central Coast

3 ■
Illawarra
Shoalhaven

4 ■
Regional
NSW

LEGISLATIVE AND POLICY CONTEXT

The Discussion Paper sets out a new proposed strategic land use planning framework for NSW. It proposes a three-tiered structure underpinned by statewide land use priorities for all strategic planning, focus on the following priorities:

- Aboriginal outcomes
- Housed
- Prosperous
- Connected
- Resilient
- Liveable
- Coordinated

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

As discussed above.

COMMUNITY CONSULTATION

The NSW Department Planning, Housing and Infrastructure are seeking feedback on the Discussion Paper until the 27 February 2026.

18.3 JACK SCOBLE SCHOLARSHIP 2026**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, Manager Culture, Education and Library Services****Authoriser:** **Annalise Teale, Director Planning and Community Services****Annexures:** **Nil****RECOMMENDATION**

That Council:

1. Notes the information on the 2026 Jack Scoble Scholarship

BACKGROUND

The late Mr Jack Scoble MBE OAM was Mayor of Parkes from 1966 to 1979 and died in 2003, providing a profound legacy of community involvement, civic pride, leadership and high personal values.

The education scholarship was established in 2006 and is offered on an annual basis to a student or students completing the higher school certificate at a school within the Parkes Shire and undertaking their first year of fulltime university studies. To be eligible for consideration applicants need to effectively demonstrate: entry into an approved academic course; academic merit, and benefit to the wider community from the studies undertaken.

ISSUES AND COMMENTARY

Ten applications for the 2026 Jack Scoble Scholarship were received. Nominated representatives of the Community, Livability Access Committee, CR Bill Jayet, Jeffrey Evans, and Lyn McLeod shortlisted six applicants for interviews and interviews were conducted on Monday 2nd February 2026. The shortlisting and interview process assessed applicants on the students' academic merit, course of study and career plans, equity/financial circumstances, and their community and regional involvement.

The panel selected and recommended the following three applicants to receive the scholarship:

- Ellie Parker – studying a Bachelor of Physiotherapy at Charles Sturt University
- Naomi Dunn – studying a Bachelor of Medical Science and Doctorate of Medicine at University of New England
- Lara Smith – studying a Bachelor of Psychology (Honours) at University of Technology, Sydney.

Each successful applicant will receive \$5,000 to support their transition into university studies. At the end of their first year of studies, they will submit a report to Council on how the scholarship supported them in their first year at university.

Below is a report submitted by Genevieve Bligh, the 2025 Jack Scoble Scholarship recipient.

The Jack Scoble Scholarship has been the key to an enjoyable and successful first year of university. Transitioning to university life brought many challenges — setting up a new home, adapting to an unfamiliar city, building new friendships, and starting my degree all at once. Amidst these changes, the scholarship proved an invaluable source of support, particularly during those stressful early months. Moving and living independently come with significant expenses, and ongoing costs like fuel, parking, and groceries add up quickly. The scholarship alleviated those pressures, allowing me to focus on what truly matters.

Having the support of the Jack Scoble Scholarship has lifted the mental burden of financial stress, allowing me to fully immerse myself in university life and dedicate my energy to both study and personal growth throughout the year. After my first semester I was able to achieve high distinctions in all my subjects and successfully completed the honours pathway option in chemistry. The scholarship has given me confidence to pursue my university goals and enabled me to make the most of every opportunity, both socially and academically.

One of the greatest blessings of the Jack Scoble Scholarship is the extra time and mental energy that comes from not having to balance work alongside study. This freedom has allowed me to actively serve with FOCUS, the Fellowship of Christian University Students on campus, several times a week — giving back to such a worthwhile community. I've also been able to attend nearly all my lectures in person, speak with lecturers to understand difficult topics, and take part in twice-weekly chemistry tutorials to strengthen my skills. Beyond university, I've even been able to take up running and make parkrun a weekly commitment, improving my physical wellbeing as well.

None of this would have been possible without the immense generosity of Parkes Shire Council and the Jack Scoble Scholarship. If you are heading to university, there is nothing I would recommend more than applying for this wonderful opportunity. Not only has it allowed me to thrive during my first year of university, but it has enabled me to achieve results in my courses that I never expected. If you are lucky enough to receive this scholarship, I encourage you to make the most of it and really dive into the opportunities that it allows. It has made my first year at university a wonderful experience, and I would encourage everyone to apply and give it their all.

LEGISLATIVE AND POLICY CONTEXT

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

FINANCIAL IMPLICATIONS

Council has set aside \$15,000 in its annual budget to support the scholarship program.

RISK IMPLICATIONS

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

COMMUNITY CONSULTATION

That the recipient of the 2026 Jack Scoble Education Scholarship be congratulated. That all the applicants are applauded for their applications and future endeavours.

18.4 NSW SENIORS FESTIVAL 2026 IN THE PARKES SHIRE**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:** **Annalise Teale, Director Planning and Community Services****Authoriser:** **Kent Boyd PSM, General Manager****Annexures:** **A. 2026 NSW Seniors Festival in the Parkes Shire** [↓](#)**RECOMMENDATION**

That Council:

1. Notes the information provided in the report.

BACKGROUND

The NSW Seniors' Festival is an annual state-wide celebration that honours the contributions of older residents and provides opportunities for connection, learning, wellbeing and fun.

Parkes Shire Council is delighted to announce a vibrant and inclusive line-up of grant funded activities in Parkes, Trundle, Tullamore, Bogan Gate and Peak Hill to celebrate NSW Seniors Festival 2026, running from Monday, 2 March to Sunday, 15 March 2026.

ISSUES AND COMMENTARY

Parkes Shire's Seniors Festival 2026 program has events across the Shire, including:

- Live Life in Colour Seniors Expo - bringing together service providers, community groups, volunteers and senior support services, alongside engaging guest speakers.
- Red-carpet screening of *Sunstruck* - a special screening of the 1972 film filmed in the Parkes region, with original cast members joining for a Q&A session.
- Library and wellbeing activities - from digital literacy and guided tours of the The Best of the Bald Archy Prize exhibition with morning tea, to portraiture and sewing bee workshops, wellness sessions and a live-stream of the Premier's Gala Concert at the Little Theatre.
- Living Library event - a unique opportunity for residents to share their lived experiences as "books" to be "borrowed," building empathy, understanding and connection across generations.

For full details and the complete program of events are available on Parkes Shire Council's website.

LEGISLATIVE AND POLICY CONTEXT

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

FINANCIAL IMPLICATIONS

Council received a grant to deliver the event.

RISK IMPLICATIONS

There are no risks identified.

COMMUNITY CONSULTATION

There are no community consultation requirements associated with this report.

NSW Seniors Festival

2-15 March 2026

What's on in Parkes Shire

FREE EVENTS

What's on in our Townships

Wednesday 4 March	Tuesday 10 March
Senior's Daycare Group Morning Tea 11:00am - 11:30am Tullamore Library	Chair or Mat Yoga for Seniors in Trundle 9:30am - 10:30am Berryman Oval
Aqua Aerobics & BBQ for Tullamore Seniors 6:00pm - BBQ to follow Tullamore Pool	Thursday 12 March
Thursday 5 March	Crowns for the Peak Hill Seniors Cup 10:00am - 12:30pm Peak Hill Library
Drop-In Session: Online Library, digital technology tips and Council enquiries 10:00am - 12:00pm Bogan Gate Hall	Friday 13 March
Saturday 7 March	Intergenerational Rhyme Time 11:00am - 11:30am Trundle Library

Spots are super limited for some events. Please register to avoid disappointment.

Parkes Shire Council is proud to celebrate NSW Seniors Festival 2026 with a vibrant program of grant-funded events across Parkes and our townships, running from **2 - 15 March 2026**.

This year's theme, Live Life in Colour, invites seniors to celebrate their life journeys, embrace creativity, connect with others and enjoy new experiences.

From a Seniors Expo and red-carpet screening of the locally filmed classic Sunstruck, to library activities, wellbeing workshops and storytelling through the Living Library, there's something for everyone.

All events are free, but registration is essential.

Scan the QR code for details & registration or visit www.parkes.nsw.gov.au. For help, call Parkes Shire Library on 6861 2309.

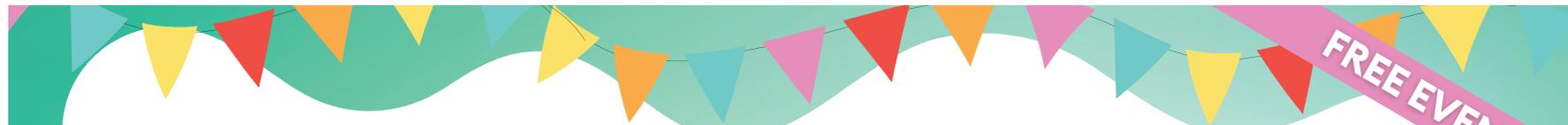


This event is proudly supported by the NSW Seniors Festival Grant Program 2026.






FREE EVENTS



FREE EVENTS

What's on in Parkes

Monday 2 March	Tuesday 3 March	Wednesday 4 March	Thursday 5 March	Friday 6 March	Saturday 7 March
<p>Live Life in Colour EXPO for Seniors 10.00am - 2.00pm Parkes Library and Cultural Centre</p>	<p>Living Library 11:30am - 12:30pm Parkes Library and Cultural Centre Limited spots available</p>	<p>Move & Stretch - Gentle Exercise for Healthy Aging 10:00am - 11:00am Kerin Physio</p>	<p>Intergenerational Rhyme Time 10:30am - 11:15am Parkes Library and Cultural Centre</p>	<p>Expressive Portraiture workshop with Karen Ritchie 10:00am - 12:30pm Parkes Library and Cultural Centre Marramarra Makerspace Limited spots available</p>	<p>Red Carpet Showcase of the film SUNSTRUCK 3:00pm - 5:30pm The Little Theatre</p> <p>Tapestry Concert 2.30pm - 4.00pm Uniting Church</p>
Monday 9 March	Tuesday 10 March	Wednesday 11 March	Thursday 12 March	Friday 13 March	
<p>Brain Training Taster 10:30am - 12:00pm Parkes Library and Cultural Centre Meeting Room 1 Limited spots available</p>	<p>Best of the Bald Archy Prize Exhibition and Exclusive Tour and Morning Tea 10:00am - 11:00am Parkes Library and Cultural Centre Coventry Room</p>	<p>Brain Health & Mindfulness for Seniors 10:00am - 11:00am Kerin Physio</p>	<p>Be-Connected Scam Prevention talk with Parkes Police 10:00am - 11:00am Parkes Library and Cultural Centre Marramarra Makerspace</p> <p>The Premier's Gala Concert 2:45pm - 4.30pm (Doors open at 2pm for afternoon tea) The Little Theatre</p>	<p>Upcycling Sewing Bee with Parkes Community Arts 10:00am - 12:30pm Parkes Library and Cultural Centre Marramarra Makerspace</p>	



NSW
Seniors Festival 2-15 March 2026

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 PARKES AQUATIC CENTRE - LAND MATTERS

This matter is considered to be confidential under Section 10A(2) - c of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

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

19.2 TENDER EVALUATION - AKUNA ROAD AND NEW EUGOWRA ROAD PUMP STATIONS HIGH VOLTAGE 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.

19.3 SUPPLY AND DELIVERY OF COLDMIX ASPHALT (S2_2025)

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

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

19.4 SUPPLY AND DELIVERY OF CONCRETE STORMWATER DRAINAGE PIPES (S3_2025)

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.

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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.
