



PARKES SHIRE COUNCIL

Our Mission: To Deliver Progress and Value to our Community

Our Communities Vision:

*In 2022 the Parkes Shire will be a progressive regional centre,
embracing a national logistics hub with vibrant communities,
diverse opportunities, learning and healthy lifestyles.*

MINUTES

TUESDAY 21 APRIL 2020

Minutes of the Ordinary Meeting of Parkes Shire Council commencing at 2.00 pm
for the purpose of considering the items included on the Agenda.

Due to restrictions around COVID-19 this meeting is being held electronically by
an audio visual link and will be livestreamed on the Parkes Shire Council
Facebook site.

An audio recording of this meeting will be placed on the Council website page for
a period of 3 months as soon as possible after the conclusion of the meeting.

GENERAL MANAGER: Kent Boyd

Ordinary Meeting

**Minutes of the Ordinary Meeting, held by audio visual link,
on Tuesday 21 April 2020 at 2.00pm.**

PRESENT

Councillor K J Keith OAM, (in the Chair)
Councillor W P Jayet
Councillor L A O'Leary
Councillor P J Smith
Councillor N C Westcott

Councillor B F Newton
Councillor K M McGrath
Councillor G W Pratt
Councillor AJ Ward

IN ATTENDANCE

General Manager - K Boyd
Director Technology and Corporate Services - L Finn
Director Planning and Environment - B Hayes
Director Works & Services - B Howard
Director Infrastructure - A Francis
Chief Operating Officer - A McGrath
Economic and Business Development Manager - A Wyllie
Minutes - S Henry

MEETING COMMENCEMENT

The Meeting commenced at 1.30pm with Confidential Items.

The Mayor opened the meeting with the following declaration. It is now 1.30pm Tuesday 21 April 2020 and as the Mayor I declare the Ordinary Meeting of the Parkes Shire Council being held electronically due to the restrictions surrounding the COVID-19. As such the confidential items will be discussed at the commencement of the meeting.

17 CONSIDERATION OF CONFIDENTIAL BUSINESS ITEMS

The meeting of the Ordinary Council meeting was closed to the public at 1.30pm

The Mayor asked the Meeting whether it agreed that the items listed by the General Manager appeared to be items which should be discussed in closed session for the reasons given.

The General Manager advised that there were no written representations from the public on the proposed closure of the Council Meeting.

20 - 081 Resolution

That the meeting be closed for consideration of the listed items as they involve: information that would, if disclosed confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business, personnel matters concerning particular individuals (other than Councillors) and commercial information of a confidential nature that would if disclosed prejudice the commercial position of the person who supplied it.

Moved Councillor Barbara Newton, seconded Councillor Bill Jayet.

CARRIED

17.1 (DTCS) Proposed Sale of Council Owned Industrial Land Lot 5 DP11002153

Reason for Confidentiality

This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) of the Local Government Act 1993 and Council's Code of Meeting Practice, which permits the meeting to be closed to the public for business relating to the following: -

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

Executive Summary

Council has received an Expression of Interest for the purchase of land in the Parkes Industrial Estate.

Recommendation

1. That the proponent be invited to make a binding offer for the land at the price disclosed.
2. That should a binding offer be received the Mayor and General Manager be authorised to finalise arrangements and any documents be signed under seal of Council if required.

20 - 0 82 Resolution

That the recommendation be adopted.

Moved Councillor Ken McGrath, seconded Councillor Pat Smith.

CARRIED

17.2 (DWS) Sprayed Bituminous Surfacing Contract - PSC2019/050

Prepared By: Director Works and Services

Executive Summary

Council has invited tenders for the supply of Sprayed Bituminous Surfacing within the Parkes Shire Council, Contract PSC2019/050.

The term of the contract is for a two (2) year period. The Contract also contains an option granted to the successful Tenderer to extend the operations of the Contract for one (1) period of twelve (12) months.

Submissions closed on Monday 2 March 2020. Six (6) tenders were received.

Recommendation

1. That Colas Pty Ltd be awarded the Sprayed Bituminous Surfacing Contract PSC2019/050 within the Parkes Shire for the term of two (2) years, with an option to extend the operation of the Contract for one (1) period of twelve (12) months.

20 - 083 Resolution

That the recommendation be adopted.

Moved Councillor Ken McGrath, seconded Councillor Barbara Newton.

CARRIED

17.3 (DPE) Netwaste Tender Tyre Recycling and Collection

Prepared By: Director Planning and Environment

Executive Summary

Tyres are a problematic waste stream for Councils to manage, with many currently stock piling / shredding, and landfilling as general waste. JLW Services have submitted a collection and processing of used tyres, recycling options for improved management of the waste stream. Landfill space is becoming a more valuable commodity, and landfill/cell life and waste diversion strategies should be taken into consideration when considering the tendered option. On site tyre volume also forms part of EPA landfill licencing requirements and needs to be periodically managed to avoid excessive stockpiles. Tyres (whilst inert) also pose a large fire risk if left unmanaged.

Recommendation

1. That Council confirms its acceptance and involvement in a regional contract with JLW Services for the Collection and Recycling of Waste Tyres.
2. That Council indicates its preference for collection and recycling of waste tyres from its waste facility based on either (a) Unit Rate, (b) Tonnage Rate, or (c) Cage Rate.

20 - 084 Resolution

That the recommendation be adopted.

Moved Councillor Ken McGrath, seconded Councillor Alan Ward.

CARRIED

At this stage being 1.53pm the Closed meeting concluded and the Mayor re-opened the Meeting to the public at 2.00pm.

1 PRAYER

The Mayor asked the General Manager to open proceedings with a prayer.

2 APOLOGIES

20 - 085 Resolution

That Councillor Wally Biles be granted leave of absence (REASON: Work Commitments).

Moved Councillor Barbara Newton, seconded Councillor Neil Westcott.

CARRIED

3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

20 - 0 86 Resolution

That the Minutes of the Ordinary Meeting of Parkes Shire Council held on Tuesday 17 March 2020 copies of which have been forwarded to Councillors, be confirmed.

Moved Councillor Bill Jayet, seconded Councillor George Pratt.

CARRIED

4 DECLARATIONS OF INTEREST

Councillor Ken Keith declared an interest in Item 10.4 (REASON: Related Entity to individual mentioned in the report) and Item 12.2 (REASON: Interest in land mentioned in the report).

and

Councillor Louise O'Leary declared an interest in Item 15.1 (REASON: Executive member of group mentioned in the report)

5 NOTICES OF MOTION/RESCISSION

Nil.

6 LATE BUSINESS

In accordance with Council's Code of Meeting Practice 3.7(c) a decision is now required to determine which, if any Late item/s submitted to the meeting will be dealt with at the meeting or deferred for further consideration at a future Ordinary Meeting of Parkes Shire Council.

20 - 087 Resolution

That Late Item/s 7.6 Mayoral Minute - Seeking Community Support for COVID-19 and Item 17.3 Confidential Item (DPE) Netwaste Tender Tyre Recycling and Collection be considered at this Council meeting.

Moved Councillor Barbara Newton, seconded Councillor Bill Jayet.

CARRIED

At this stage the Mayor read aloud the resolutions of the Confidential Business items tabled in the Closed Meeting for the benefit of the public.

The items listed in the open Agenda were then addressed.

7 MAYORAL MINUTES

7.1 Mayoral Minute - Functions attended by Mayor and Councillors

Executive Summary

A report on functions recently attended by the Mayor, Councillors or Senior Staff in relation to community events or civic matters.

Due to the social distancing restrictions implemented due to the COVID-19 virus, meetings were held by either teleconference or Microsoft teams.

Recommendation

1. That the report of upcoming functions for the Mayor, Councillors or Senior Staff be received and noted.

20 - 088 Resolution

That the information be received and noted.

Moved Councillor Bill Jayet, seconded Councillor Neil Westcott.

CARRIED

7.2 Mayoral Minute - Coming Known Events for Mayor and Councillors

Executive Summary

A report on the upcoming functions requiring the attendance of the Mayor, Councillors or Senior Staff in relation to community events or civic matters.

Due to the social distancing restrictions implemented due to the COVID-19 virus meetings will be held by either teleconference or Microsoft teams.

Recommendation

1. That the report of upcoming functions for the Mayor, Councillors or Senior Staff be received and noted

20 - 089 Resolution

That the information be received and noted.

Moved Councillor Alan Ward, seconded Councillor Pat Smith.

CARRIED

7.3 Mayoral Minute - Staff Handling of COVID-19

Executive Summary

I believe Council should record its appreciation to the General Manager, Kent Boyd, and his executive team for the manner in which they have handled the challenges of the COVID-19 pandemic.

Their approach and pro-active attitude towards implementing the various necessary actions to protect our community is commendable. It has all been done in a caring and compassionate way which has encouraged our staff to accept the difficulties associated with dealing with COVID-19 in continuing to provide outstanding service to the community.

Could I also express my appreciation to my fellow Councillors in supporting the decision-making process with the daily changing of advice and Government decisions.

Finally, I believe we should commend our community, with the vast majority abiding by the social distancing and good hygiene requirements and staying at home over the Easter long weekend.

Recommendation

1. That the Report be noted.

20 - 090 Resolution

That the information be received and noted.

Moved Councillor Barbara Newton, seconded Councillor Bill Jayet.

CARRIED

7.4 Mayoral Minute - COVID-19 Support for Local Government NSW

Executive Summary

On behalf of Councils throughout NSW, Local Government New South Wales (LGNSW) are advocating for State and Federal government financial assistance and economic stimulus to secure the delivery of the essential local government services needed to keep communities running, to protect people's health and their livelihoods.

LGNSW are seeking support from Council supporting their advocacy work.

Recommendation

1. That Parkes Shire Council calls on the Federal Government and NSW Government to urgently deliver comprehensive and multifaceted financial support and stimulus packages to local government to enable them to continue to operate effectively and provide essential services during the COVID-19 pandemic.
2. That Parkes Shire Council calls for the packages to include the following measures:
 - ☐ Increasing Financial Assistance Grants payments to 1% to help Councils maintain essential functions and services, acknowledging the increased costs and mounting revenue losses arising from COVID-19 (and drought and bushfire where affected) as well as giving Councils capacity to provide hardship assistance to businesses and residents.
 - ☐ Immediate financial assistance to support Council employees, especially in early education and care.
 - ☐ Providing stimulus funding to Councils for projects that will help sustain Council operations and boost local economies. This could be achieved through increasing or bringing forward funding under existing funding programs or introducing new programs.
 - ☐ Increased access to TAFE, VET and other apprenticeship opportunities that Council staff can undertake to address skill shortages, especially for staff in non-essential services who are unable to be redeployed.
3. That Parkes Shire Council commends the NSW and Federal Governments on their stewardship during this crisis and commits to working in partnership to protect community health and sustain local economies through this crisis.

4. That Parkes Shire Council write to the local Federal and State Member(s) the Hon Michael McCormack, Member for Riverina, Phil Donator Local Member for Orange, Prime Minister the Hon Scott Morrison MP, NSW Premier the Hon Gladys Berejiklian MP, Federal Treasurer the Hon Josh Frydenburg MP, NSW Treasurer the Hon Dominic Perrottet MP, NSW Local Government Minister the Hon Shelley Hancock MP, Federal Minister for Local Government the Hon Mark Coultan, Federal Opposition Leader the Hon Anthony Albanese, NSW Opposition Leader Jodi McKay MP, Federal Shadow Minister for Local Government Jason Clare MP and NSW Shadow Minister for Local Government Greg Warren MP to confirm their support for increased financial assistance and stimulus funding for local government to help Councils maintain essential services and employment during the COVID-19 pandemic.
5. That Parkes Shire Council endorses Local Government NSW's sector-wide campaign to obtain financial assistance, employment support and stimulus funding for the local government sector.
6. That Parkes Shire Council advise LGNSW President Linda Scott of the passage of this Mayoral Minute.

20 - 091 Resolution

That the recommendation be adopted.

Moved Councillor Bill Jayet, seconded Councillor Alan Ward.

CARRIED

7.5 Mayoral Minute - Parkes Champion Post

Executive Summary

Council has been advised that from Monday 20 April 2020 the Parkes Champion Post and the Forbes Advocate won't be publishing until the end of June, due to the COVID-19 virus pandemic and its significant impact on the economy.

Recommendation

1. That the information be noted.

20 - 092 Resolution

1. That Council contact the management of the media group seeking reasons behind the cessation of the Parkes Champion Post, given the continued publication of other local newspapers, and seeking the reinstatement of the Parkes Champion Post as soon as possible.

Moved Councillor Bill Jayet, seconded Councillor Barbara Newton.

CARRIED

7.6 Mayoral Minute - Seeking Community Support for COVID-19 Impact

Executive Summary

Parkes Shire Council sent an letter/email seeking Urgent Community Support for the COVID-19 Impact to our Federal and Local Member, the Hon Sam Faraway MLC and the President of Local Government NSW . A copy of the letter/email and the response received from our Federal member The Hon. Michael McCormack and Local member Mr Phil Donato are attached for the information of Council.

Recommendation

1. That the information be received and noted.

20 - 093 Resolution

That the information be received and noted.

Moved Councillor Barbara Newton, seconded Councillor Bill Jayet.

CARRIED

8 COUNCILLORS' REPORTS

Nil.

9 INWARDS CORRESPONDENCE

Nil.

10 GENERAL MANAGER'S REPORT

10.1 (GM) Impact of Covid-19 on Council's Staff Services and Community as at April 2020

Executive Summary

The COVID-19 Pandemic has created very significant issues for all parts of our community, compounded by three (3) years of the worst drought ever recorded in the region. This report chronicles some of the impacts and effect of the COVID-19 virus on the Community and Council's operations from February 2020 up until the date of this report. The report also sets out the actions taken by Council in response to the Pandemic and suggests some Business Support/Stimulus Initiatives.

The Australian Government Department of Health and the various state health departments have the lead in dealing with the COVID-19 pandemic in Australia. Parkes Shire Council has integrated the recommendations or directives from the lead agencies into its Infection Control Policy and Containment Guidelines and daily operations. These have impacted the services being delivered to the community and the staff that are charged with providing those services.

Recommendation

That Council:

1. Notes and endorses the actions taken to date, and
2. endorses the proposals to reduce fees and charges contained in the report and that under the authority granted by the Office of Local Government dated 17 April 2020 (Section 747B of the Local Government Act), dispense with the need to advertise the proposal for a period of 28 days.
3. in accordance with the Delegations to the Mayor (updated 17 March 2020 – decisions made between council meetings), note the use of those powers to waive landing fees for Regional Express Airlines for a period of 6 months.

20 - 094 Resolution

That the recommendation be adopted.

Moved Councillor Barbara Newton, seconded Councillor Neil Westcott.

CARRIED

10.2 (GM) Policy Development and Review - Rating Hardship Policy

Executive Summary

An important component of Council's corporate governance responsibility is the progressive development and review of Council's policies.

Under the rolling policy development program the Rating Hardship Policy has been reviewed and updated.

Recommendation

1. That the Rating Hardship Policy be adopted in line with Council's Policy Review and Development Program.
2. That it be noted that the Policy has been modified to include special arrangements covering Drought and COVID-19 conditions.
3. That Council reduce the interest rate applicable on overdue rates and annual charges from 7.5% to 3% for the period 1 April 2020 to 30 June 2020 for ratepayers who meet the deferral requirements outlined in the policy and who maintain an agreed payment plan.
4. That Council cease formal legal recovery proceedings otherwise required under the Debt Recovery Policy until 30 June 2020.
5. That the General Manager be delegated authority to extend the above dates should the public health orders relating to COVID-19 extend beyond 30 June 2020.

20 - 095 Resolution

That the recommendation be adopted.

Moved Councillor Neil Westcott, seconded Councillor Bill Jayet.

CARRIED

10.3 (GM) Postponement of the September 2020 Local Government Elections

Executive Summary

The Minister for Local Government announced that the scheduled Local Government elections will be postponed to address the risks posed by the COVID-19 virus.

The local government elections will be postponed for 12 months to September 2021.

The Office of Local Government Circular 20-10 is attached for the information of Council, and also provides;

"The postponement of elections will have implications for the activities councils may be required to undertake in the current and next integrated planning and reporting (IP&R) cycles. In general, OLG will seek to extend the current IP&R cycle for 12 months, with a next cycle to be truncated to 3 years. The Office of Local Government will be providing further detailed guidance on this and other changes to statutory timeframes that may become necessary as a result of deferring elections."

Recommendation

1. That the information be received and noted.

20 - 096 Resolution

That the information be received and noted.

Moved Councillor Bill Jayet, seconded Councillor Alan Ward.

CARRIED

At this stage having declared an interest in the following item The Mayor asked the Deputy Mayor to take the Chair and temporarily left the meeting.

10.4 (GM) Participation in A Cry for Peace Around The World - Parkes Town Crier

Executive Summary

The Parkes Town Crier Mr Tim Keith, has received an invitation to participate in celebrations marking the 75th Anniversary of VE day in "A Cry for Peace Around The World". The Invitation was extended by the Loyal Company of Town Criers and the Ancient and Honourable Guild of Australian Town Criers.

Town Criers around the world will be undertaking the 'Cry for Peace Around the World' with a common Cry (Attached) being performed at a designated local time across the world, starting in New Zealand.

Recommendation

1. That Council endorse The Parkes Town Crier Mr Tim Keith, participating in the 75th Anniversary celebrations marking VE Day at a suitable location in Parkes on 8 May 2020, and
2. That a photo of the Town Crier performing the "Cry" be forwarded to the Pageant Master VE Day 75, to become part of the official record in England, and
3. That Mr Keith be reimbursed the costs associated with the purchase of the Memorabilia Medallion and Pin.

20 - 097 Resolution

That the recommendation be adopted.

Moved Councillor Ken McGrath, seconded Councillor Bill Jayet.

CARRIED

The Mayor rejoined the meeting and resumed the Chair.

11 DIRECTOR TECHNOLOGY AND CORPORATE SERVICES REPORT

11.1 (DTCS) Investment & Borrowings Report as at 31 March 2020

Executive Summary

The carrying value of Council's cash & investments at 31 March 2020 was \$16,601,407 and the principal outstanding on Council's borrowings was \$20,262,282.

Recommendation

1. That the information in relation to investments held and borrowings at 31 March 2020 be received and noted.

20 - 098 Resolution

That the information be received and noted.

Moved Councillor Neil Westcott, seconded Councillor Barbara Newton.

CARRIED

11.2 (DTCS) 2020 Drought Communities Programme

Executive Summary

Parkes Shire Council has been successful in its submission to the Australian Governments Drought Communities Programme for projects under its \$1million Building Resilience in Parkes Shire Program.

A letter of congratulations from The Hon Michal McCormack MP Deputy Prime Minister of Australia along with a media release is attached for the information of Council.

Recommendation

1. That the information be noted.

20 - 099 Resolution

That the information be received and noted.

Moved Councillor Bill Jayet, seconded Councillor Barbara Newton.

CARRIED

12 DIRECTOR PLANNING AND ENVIRONMENT'S REPORT

12.1 (DPE) March 2020 Building Statistics

Executive Summary

During the month of March 2020 there were nine (9) Development Applications received totalling \$117,652.00 and fifteen (15) consents were issued. There were no Complying Development Certificates received during this month with only two (2) consents being issued.

Recommendation

1. That the information be received and noted.

20 - 100 Resolution

That the information be received and noted.

Moved Councillor Ken McGrath, seconded Councillor George Pratt.

CARRIED

At this stage having declared an interest in the following item The Mayor asked the Deputy Mayor to take the Chair and temporarily left the meeting.

12.2 (DPE) Draft Parkes Shire Local Strategic Planning Statement

Executive Summary

The Draft Parkes Shire Local Strategic Planning Statement (LSPS) identifies Council's 20-year vision for land use planning in the Parkes Shire, setting out planning priorities and actions to achieve this vision, and the means to monitor and report on the delivery of the actions identified. It does not of itself propose any changes to land use zoning but intends to set the future direction for planning in Parkes Shire.

The Planning Priorities and Actions within the Draft LSPS are consistent with the Future Directions in the Parkes Community Strategic Plan and the relevant actions in the Central West and Orana Regional Plan. The Draft LSPS has been prepared in accordance with the *Environmental Planning and Assessment Act 1979* and Regulations.

Despite the COVID-19 Pandemic, the NSW Department Planning, Industry and Environment has requested that all Councils have a LSPS adopted by 1 July 2020. It is recommended herein that the LSPS be placed on public exhibition for 28 days.

Recommendation

1. That the Draft Parkes Shire Local Strategic Planning Statement be endorsed for public exhibition for a minimum of 28 days.

20 - 101 Resolution

That the recommendation be adopted.

Moved Councillor Bill Jayet, seconded Councillor Neil Westcott.

CARRIED

The Mayor rejoined the meeting and resumed the Chair.

12.3 (DPE) Quarterly Report Clause 4.6 Exceptions to Development Standards

Executive Summary

The procedural and reporting requirements listed under Planning Circular PS18-003 requires a report of all variations to development standards approved under delegated authority to be tabled to a Council meeting at least once each quarter. Accordingly, this report outlines all 4.6 Variations to Development Standards approved under delegation in the last quarter (January 2020 - March 2020).

Recommendation

1. That the variations to development standards approved by delegated authority in the last quarter (January to March) to be received and noted.

20 - 102 Resolution

That the recommendation be adopted.

Moved Councillor Bill Jayet, seconded Councillor Barbara Newton.

CARRIED

12.4 (DPE) Rangers Quarterly Report January to March 2020

Executive Summary

A summary of Ranger activities for the quarter ending March 2020 is provided for Council's information.

Recommendation

1. That the information be noted.

20 - 103 Resolution

That the information be received and noted.

Moved Councillor Bill Jayet, seconded Councillor Neil Westcott.

CARRIED

13 DIRECTOR WORKS AND SERVICES REPORT

Nil.

14 DIRECTOR INFRASTRUCTURE REPORT

Nil.

15 CONSIDERATION OF COMMITTEE MINUTES

At this stage having declared an interest in the following item Councillor LA O'Leary left the meeting and will not return.

15.1 Committee Minutes - Sporting Grants Selection Committee 15 April 2020

Executive Summary

The CMOC Northparkes / Parkes Shire Sporting Grants Selection Committee met on 15 April 2020 to consider the 15 applications received during the first round of the 2020 grants allocation.

A total of \$38,424.30 was allocated to nine sporting associations. \$72.06 remained unallocated and will be carried forward and accumulated to the next round, which will open in October 2020. \$30,072.06 will be available for distribution in that Round.

Recommendation

1. That the Minutes of the CMOC Northparkes Parkes Shire Sports Grants Committee held on 15 April 2020 be received and noted.

20 - 104 Resolution

That the recommendation be adopted.

Moved Councillor Barbara Newton, seconded Councillor Bill Jayet.

CARRIED

16 QUESTIONS AND MATTERS OF URGENCY

Nil.

There being no further business the Mayor declared the meeting closed at 3.20pm