



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.*

Ordinary Council Meeting AGENDA

Tuesday, 17 May 2022

Notice is hereby given that an Ordinary Council Meeting of Parkes Shire Council will be held at the Parkes Shire Council Offices 2 Cecile Street Parkes, commencing at 2:00 PM for the purpose of considering the items included on the Agenda.

GENERAL MANAGER: KENT BOYD PSM

Ordinary Council Meeting

Order of Business: Tuesday 17 May 2022

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1. PRAYER

2. APOLOGIES

3. CONFIRMATION OF PREVIOUS MINUTES

4. DECLARATIONS OF INTEREST

5. NOTICES OF MOTION / RESCISSION

6. LATE BUSINESS

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.

Social distancing restrictions implemented due COVID-19, has resulted in meetings being held electronically.

Recommendation

1. That the Report on functions attended by the Mayor, Councillors or Senior Staff be received and noted.

Report

Date	Function
Tuesday 19 April 2022	Ordinary Council Meeting, Bogan Gate Mayor KJ Keith, Deputy Mayor NC Westcott, Councillor JP Cass, Councillor DR Weber, Councillor ME Applebee, Councillor WP Jayet, Councillor LA O'Leary, Councillor GS Wilson, Councillor GW Pratt, General Manager K Boyd, Director Planning & Community Services B Hayes, Director Operations B Howard, Director Infrastructure & Strategic Futures A Francis and Director Customer, Corporate Services and Economy C Middleton
Tuesday 19 April 2022	Wiradjuri Ngurambang Showcase and Elvis Photography Exhibition Councillor WP Jayet ,Councillor ME Applebee and Councillor LA O'leary
Wednesday 20 April 2022	Official Opening of the Speedway Car Exhibit Mayor KJ Keith, General Manager K Boyd Elvis Wall of Fame Unveiling Mayor KJ Keith and Councillor ME Applebee Elvis Speedway Special Starring Mark Anthony Deputy Mayor NC Westcott, Councillor DR Weber, Councillor ME Applebee, Councillor WP Jayet, Councillor GS Wilson, Councillor GW Pratt and Councillor KM McGrath Brian Cadd Concert Councillor WP Jayet Sons of Sun at the Little Theatre Councillor WP Jayet

Date	Function
Thursday 21 April 2022	<p>Elvis Express Departure from Central Station Mayor KJ Keith</p> <p>Elvis Express from Orange Councillor GW Pratt</p> <p>Miss Priscilla Dinner Councillor WP Jayet</p>
Friday 22 April 2022	<p>Poets Breakfast Councillor WP Jayet</p> <p>Elvis Feature Concert Series starring Taylor Rodriguez Mayor KJ Keith and Councillor WP Jayet</p> <p>Elvis Festival Photography Exhibition Mayor KJ Keith, General Manager K Boyd and Councillor WP Jayet</p> <p>Elvis Festival Golf Mayor KJ Keith</p>
Saturday 23 April 2022	<p>Parkes Festival Official Opening Ceremony Mayor KJ Keith, Deputy Mayor NC Westcott, Councillor ME Applebee, Councillor WP Jayet, Councillor LA O'Leary, Councillor GS Wilson, Councillor GW Pratt and Councillor KM McGrath, General Manager K Boyd</p> <p>Parkes Elvis Festival VIP Lunch Mayor KJ Keith</p> <p>Official Ultimate Elvis Tribute Artist Contest Finals Mayor KJ Keith and Councillor LA O'Leary</p> <p>Sponsors reception, Speedway Exhibit Mayor KJ Keith, Deputy Mayor NC Westcott, Councillor DR Weber, Councillor WP Jayet, Councillor ME Applebee, Councillor GS Wilson and Councillor JP Cass</p> <p>Elvis Festival Jack Gatto's Performance Councillor ME Applebee</p> <p>Judging competition at Cooke Park Main Stage Deputy Mayor NC Westcott</p> <p>Chaperoning Miss Priscilla (throughout 2022 Parkes Elvis Festival) Councillor WP Jayet</p> <p>Elvis Feature Concert Series starring Taylor Rodriguez Mayor KJ Keith, General Manager K Boyd and Councillor WP Jayet</p>

Date	Function
Sunday 24 April 2022	<p>Parkes Elvis Gospel Services</p> <p>Mayor KJ Keith, Deputy Mayor NC Westcott, Councillor ME Applebee, Councillor WP Jayet, Councillor LA O'Leary, Councillor GS Wilson, Councillor GW Pratt, JP Cass and Councillor KM McGrath</p> <p>Elvis Festival Volunteers Thank You Mayor KJ Keith and Councillor KM McGrath</p> <p>Parkes Elvis Festival Finale Show Mayor KJ Keith</p> <p>Farewell of Elvis Express Councillor WP Jayet</p>
Monday 25 April 2022	<p>ANZAC Day</p> <p>Parkes: Mayor KJ Keith, Councillor GW Pratt, Councilor WP Jayet, Councillor ME Applebee and Councillor LA O'Leary</p> <p>Bogan Gate: Mayor KJ Keith and Councillor JP Cass</p> <p>Peak Hill: Deputy Mayor NC Westcott and Councillor LA O'Leary</p> <p>Trundle: Councillor GS Wilson</p> <p>Tullamore: Councillor DR Weber</p>
Thursday 28 April 2022	<p>GMAC Meeting, Blayney General Manager K Boyd</p> <p>Afternoon tea with Serena Davies from Climate for Change Deputy Mayor NC Westcott</p> <p>Trundle & District Progress Association Committee Meeting Councillor GS Wilson</p>
Friday 29 April 2022	<p>Funding announcement for the Bogan Road by The Hon Michael McCormack MP Mayor KJ Keith and Deputy Mayor NC Westcott</p> <p>Sports Grants Selection Committee meeting Mayor KJ Keith and Councillor LA O'Leary</p>
Tuesday 03 May 2022	<p>Parkes Delivery Plus Workshop Mayor KJ Keith, Deputy Mayor NC Westcott, Councillor JP Cass, Councillor ME Applebee, Councillor WP Jayet, Councillor LA O'Leary, Councillor GS Wilson, Councillor GW Pratt and Councillor KM McGrath</p>

Date	Function
	Meetings prior:
	Wiradjuri Language Workshop Mayor KJ Keith, Deputy Mayor NC Westcott, Councillor JP Cass, Councillor ME Applebee, Councillor WP Jayet, Councillor LA O'Leary, Councillor GS Wilson, Councillor GW Pratt and Councillor KM McGrath
	Economic Development Committee Meeting Mayor KJ Keith, Deputy Mayor NC Westcott, Councillor ME Applebee, Councillor WP Jayet, Councillor JP Cass, Councillor GS Wilson, Councillor GW Pratt, Councillor LA O'Leary, General Manager K Boyd, Director Customer, Corporate Services & Economy C Middleton and Director Operations B Howard
	Presentation of Long Term Financial Plan Mayor KJ Keith, Deputy Mayor NC Westcott, Councillor ME Applebee, Councillor WP Jayet, Councillor JP Cass, Councillor GS Wilson, Councillor GW Pratt, General Manager K Boyd, Director Customer, Corporate Services & Economy C Middleton and Director Operations B Howard
Wednesday 04 May 2022	Introductory meeting with Essential Energy Executive Management Team Mayor KJ Keith, Deputy Mayor NC Westcott and General Manager K Boyd
	Energy from Waste Information Session Mayor KJ Keith, Deputy Mayor NC Westcott, Councillor ME Applebee, Councillor WP Jayet, Councillor GS Wilson, Councillor DR Weber (online), Councillor LA O'Leary, Councillor KM McGrath, General Manager K Boyd, Director Customer, Corporate Services & Economy C Middleton, Director Operations B Howard and Director Planning & Community Services B Hayes
Thursday 05 May 2022	Parkes Special Activation Community Sessions Drop In Mayor KJ Keith
	NSW Independent Flood Inquiry- NSW Mayors and General Managers meeting Mayor KJ Keith and General Manager K Boyd
Friday 06 May 2022	Anglican Debutante Ball Deputy Mayor NC Westcott and Mrs Alison Westcott
Monday 09 May 2022	Bogan Gate Community Memorial Hall Inc Committee Meeting Councillor GW Pratt
	Parkes Masters Games Event Meeting Councillor LA O'Leary
Tuesday 10 May 2022	Newell Highway Taskforce Committee Meeting Mayor KJ Keith

Date	Function
	Lachlan Health Council Meeting Mayor KJ Keith and Councillor ME Applebee
	Parkes Sports Council Meeting Mayor KJ Keith, Councillor LA O'Leary and Councillor JP Cass
	Evaluation Panel Meeting Community Financial Assistance Program Deputy Mayor NC Westcott, Councillor WP Jayet and Councillor JP Cass
Wednesday 11 May 2022	Parkes Community Arts Meeting Councillor WP Jayet
	Project Sprouts Meeting Councillor ME Applebee
	Traffic Committee Meeting Councillor KM McGrath
	Tullamore & District Consultative Committee Meeting Councillor GS Wilson
	Bush Fire Management Committee Meeting Councillor DR Webber
Thursday 12 May 2022	Floodplain Management Committee Meeting Councillor GW Pratt and Councillor ME Applebee
	Leading the prevention against Women's in local government. Councillor LA O'Leary
Friday 13 May 2022	Local Health District Update Mayor KJ Keith and General Manager K Boyd
Tuesday 17 May 2022	Ordinary Council Meeting All Councillors and Senior Staff
Sunday 15 May 2022	Parkes Dragon Boat 4th Anniversary Mayor KJ Keith and Councillor LA O'Leary
Monday 16 May 2022	Parkes, Forbes and Lachlan Shire Councils' Road Safety Steering Committee Meeting Councillor GW Pratt
	Arts Advisory Committee Meeting Mayor KJ Keith, Deputy Mayor NC Westcott, Councillor WP Jayet and Councillor JP Cass
	Parkes Health Precinct Master Planning Mayor KJ Keith and General Manager K Boyd
Tuesday 17 May 2022	Ordinary Council Meeting All Councillor and Senior Staff
	Waste Facilities Committee Meeting

Date	Function
	Mayor KJ Keith, Councilor KM McGrath, Councillor GW Pratt, Councillor LA O'Leary, Councillor ME Applebee, Councillor GS Wilson, Councillor DR Webber and Director Planning & Community Services B Hayes

Attachments

Nil

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.

Recommendation

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

Report

Date	Function
Wednesday 18 May 2022	Central West Lachlan Landcare Meeting Councillor ME Applebee and Councillor WP Jayet Country Universities Centre Board Meeting Mayor KJ Keith, Deputy Mayor NC Westcott and Councillor JP Cass
Thursday 19 May 2022	Local Government Financials for Councillors All Councillors and Senior Staff
Friday 20 May 2022	LGNSW and Country Mayors Association Memorandum of Understanding Meeting Mayor KJ Keith
Monday 23 May 2022	Peak Hill Community Consultative Committee Meeting Councillor LA O'Leary
Wednesday 25 May 2022	Parkes Forbes Community Housing Board Meeting Councillor WP Jayet and Councillor ME Applebee
Thursday 26 May 2022	Central NSW Joint Organisation Board Meeting Mayor KJ Keith OAM Rural Health Forum organised by Country Mayors Association Mayor KJ Keith Trundle & District Progress Association Committee meeting Councillor GS Wilson
Friday 27 May 2022	Country Mayors Association Meeting Mayor KJ Keith
Saturday 28 May 2022	Peak Hill Tennis Club Official Opening of Refurbished Clubhouse Deputy Mayor NC Westcott, Councillor LA O'Leary, Councillor WP Jayet and Councillor ME Applebee
Sunday	Parkes Hockey Inc, Under 15 Girls Championships finals

Date	Function
29 May 2022	Councillor LA O'Leary
Wednesday	Parkes Elvis Festival Committee Meeting
1 June 2022	Mayor KJ Keith, Councillor ME Applebee and Councillor WP Jayet
Tuesday	Road Naming Committee Meeting
07 June 2022	Councillor KM McGrath, Councillor LA O'Leary, Councillor WP Jayet, Councillor DR Weber and Councillor ME Applebee
	Parkes Delivery Plus Workshop
	All Councillors and Senior Staff
	Civic reception for NSW PSSA Under 11s Rugby League State Championships
	All Councillors and Senior Staff
Wednesday	Tullamore and District Consultative Committee meeting
08 June 2022	Councillor GS Wilson
Friday	Peak Hill Arts & Craft Exhibition
10 June 2022	Councillor LA O'Leary
Saturday	Parkes Picnic Races 2022
11 June 2022	Councillor KM McGrath
Monday	Bogan Gate Community Memorial Hall Inc. Committee meeting
13 June 2022	Councillor GW Pratt
Tuesday	Lachlan Health Council Meeting
14 June 2022	Mayor KJ Keith and Councillor ME Applebee
	Parkes Sports Council Meeting
	Mayor KJ Keith, Councillor LA O'Leary and Councillor JP Cass
Wednesday	Central West Lachlan Landcare Meeting
15 June 2022	Councillor ME Applebee and Councillor WP Jayet
	Country Universities Centre Board Meeting
	Mayor KJ Keith, Deputy Mayor NC Westcott and Councillor JP Cass
Sunday	National General Assembly, Canberra
19 June 2022	Mayor KJ Keith and General Manager K Boyd'
Thursday	Trundle & District Progress Association Committee meeting
23 June 2022	Councillor GS Wilson
Monday	Visit to the Parkes Special Activation Precinct by Moree Shire Council
27 June 2022	Mayor KJ Keith and General Manager K Boyd
Tuesday	Ordinary Council Meeting
28 June 2022	All Councillors and Senior Staff

Attachments

NIL

7.3. Mayoral Minute - Funding Announced for Parkes CBD Activation

Executive Summary

Council's transformation of the Parkes CBD into a vibrant shared space is set to continue this year, following its successful application for \$499,930 in grant funding from the NSW Government's Streets as Shared Spaces Program. The Streets as Shared Spaces Program aims to support public space improvements that strengthen the amenity, accessibility and economic vitality of high streets and town centres.

Recommendation

1. That the Mayoral Minute be received and noted.

Report

The CBD is the community's most important meeting space - it's where locals and visitors come to shop, eat and drink, attend events and utilise community facilities on a daily basis. This next stage of works will focus on activating the southern end of Clarinda Street, including converting the vacant block beside the Hong Loch Chinese Restaurant into an open-air plaza for public space and improving pedestrian connectivity between Clarinda and Welcome Streets.

Outdoor dining is more important than ever as we adjust to the 'new normal' way of life with COVID-19. The hospitality sector across NSW has seen a sharp increase in consumer demand for alfresco dining due to public health and safety considerations.

This funding will also allow us to construct two additional dining platforms, similar to those currently situated beside Bella's Restaurant and Packed Cones Gelato, which will be leased to local businesses to help them accommodate alfresco dining.

The projects will commence this month, with completion expected in February 2023.

Attachments

Nil.

7.4. Mayoral Minute - \$4 Million Safety Upgrade for Bogan Road

Executive Summary

On Friday 29 April 2022, Parkes Shire Council welcomed the Hon. Michael McCormack MP, Federal Member Riverina, who announced nearly \$4 million towards the upgrade of Bogan Road in Parkes Shire, to help users get home sooner and safer, and to improve the freight of stock and grain. The Federal Government will deliver \$3.18 million towards a \$3.98 million upgrade of Bogan Road through the Remote Road Users Upgrade Program ("RRUP").

Recommendation

1. That the Mayoral Minute be received and noted.
2. That Council write to the Hon. Michael McCormack MP, Federal Member Riverina, expressing Councils gratitude for this important road funding.

Report

This project involves extending the bitumen seal by four kilometres, upgrading three causeways to improve freight efficiency and Higher Mass Limits ("HML") access and the resheeting of 16 kilometres of unsealed road to improve drainage, alignment and pavement deficiencies.

These upgrades will provide safer travel for all road users and enable the opportunity for larger vehicles to use this road.

This project is set to be delivered over the next three years. During the next financial year, we will undertake the design and investigation work, before construction commences in late 2023, with completion expected in early 2025.

Council will co-contribute \$800,000.00 towards this project. Not only will this project improve the safety of Bogan Road, but it will also create local jobs for local people.

Attachments

- 1 Photograph of \$4M Funding Announcement - Bogan Road(1)

Attachment 1 - Photograph of \$4M Funding Announcement - Bogan Road(1)



L to R: Deputy Mayor Cr Neil Wescott, the Hon. Michael McCormack MP and Mayor of Parkes Shire Cr Ken Keith OAM

7.5. Mayoral Minute - Parkes Showground Pavilion Receives Additional Funding

Executive Summary

On Saturday 23 April, we were joined by the Hon. Sam Farraway MLC, Minister for Regional Transport and Roads, and the Hon. Kevin Anderson MP, minister for Lands and Water and Minister for Hospitality and Racing, for an exciting funding announcement at the Parkes Showground. The new pavilion being built at the Parkes Showground will receive an additional \$2 million from the NSW Government's Crown Reserves Improvement Fund.

Recommendation

1. That the Mayoral Minute be received and noted.
2. That Council write to Hon. Kevin Anderson MP, Minister for Lands and Water and Minister for Hospitality and Racing, and the Hon. Sam Farraway MLC, Minister for Regional Transport and Roads, expressing Councils gratitude for this important community infrastructure funding.

Report

On Saturday 23 April, we were joined by the Hon. Sam Farraway MLC, Minister for Regional Transport and Roads, and the Hon. Kevin Anderson MP, minister for Lands and Water and Minister for Hospitality and Racing, for an exciting funding announcement at the Parkes Showground.

The new pavilion being built at the Parkes Showground will receive an additional \$2 million from the NSW Government's Crown Reserves Improvement Fund.

The additional funding will:

- Complete the new major pavilion;
- Carry out fire safety upgrades;
- Install new lighting; and
- Remove the old buildings and asbestos.

Attachments

- 1 Photograph of the Parkes Showground Pavillion additional Funding announcement

Attachment 1 - Parkes Showground Pavilion Receives Additional Funding



L to R: Roger Hood, Mayor of Parkes Shire Cr Ken Keith OAM, Kevin Anderson MP, Sam Faraway MLC, Kay Bird, Tim O'Brien and Nathan Weeks.

8. COUNCILLORS' REPORTS

9. GENERAL MANAGER'S REPORT

9.1. (GM) Investments and Borrowings as at 30 April 2022

Prepared By:

Chief Financial Officer

Executive Summary

The carrying value of Council's cash & investments at 30 April 2022 was \$31,859,540 and the principal outstanding on Council's borrowings was \$18,277,620.

Background Information

In accordance with Clause 212 of the Local Government (General) Regulation 2005, the following details are provided for Council's investments under Section 625 of the Local Government Act, 1993. The carrying values of the investments outlined in this report have been those advised to Council by the arrangers, brokers, or custodian of those securities.

Legislative or Policy Implications

- Parkes Shire Council Investment Policy, Clause 212 of the Local Government (General) Regulation 2005 and Section 625 of the Local Government Act, 1993.
- DLG Circular 10-11 - Investment Policy Guidelines
- DLG Circular 11-01 Ministerial Investment Order

Project Delivery Implications

The resolution in this report will primarily affect all the Delivery Program Future Direction's.

Risk Assessment

An assessment of the challenge posed to Council implementing the action/s contained in this report, in the current environment with available resources: Low

Budget and Financial Implications

That the information in relation to investments held and borrowings at 30 April 2022 be received and noted. All returns on investments are included in Council's Operating Budget. Any amendment to budgeted interest income is effected 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.

Recommendation

1. That the information in relation to investments held and borrowings at 30 April 2022 be received and noted.

Report

Below is the Summary of Cash & Investments, Investment Register Portfolio Report and Summary of Borrowings for Parkes Shire Council as at 30 April 2022.

The movement in Cash & Investments for the month ending 30 April 2022 were as follows:

Opening Balance as at 1 April 2022	\$ 27,567,105
Net - Cash, Grants Received & Investments Redeemed	\$ 4,292,435
Closing Balance as at 30 April 2022	\$ 31,859,540

There was an increase in cash & investments held during April 2022. The increase was attributable to council receiving Financial Assistance Grants (FAGS) in advance from the Federal Government, totalling \$5.3m. The Federal Government paid 75% of the 22/23 FY allocation in advance. Council is currently holding \$6.96m in pre-paid grants & contributions which is recognised as restricted cash and must only be used on the specific grant funded projects. Subsequently, pre-paid grants & contributions including FAGS, total \$12.26m.

Therefore, it is paramount that council continues to place a strong emphasis on financial sustainability objectives to enable the organisation to work towards increasing unrestricted cash reserves.

The movement in Borrowings for the month ending 30 April 2022 were as follows:

Opening Balance as at 1 July 2021	\$ 19,195,731
<u>Plus</u> , New Borrowings Drawn down - July - April 2022	\$
<u>Less</u> , Borrowing Repayments - July - April 2022	(\$ 918,111)
Closing Balance as at 30 April 2022	\$ 18,277,620

Council currently has a total of 9 loans across various lenders. These loans were drawn to assist with funding significant capital expenditure projects across the shire, including the Parkes Regional Airport, Parkes Water & Sewer Treatment Plants. During April, council made the final loan repayment to ANZ for the loan associated with the Parkes Swimming Pool Upgrade which was originally drawn down in 2012.

Certification - Responsible Accounting Officer

The Chief Financial Officer hereby certifies that the investments listed in the Investment Summary have been made in accordance with Section 625 of the Local Government Act, 1993, Clause 212 of the Local Government (General) Regulation 2005 and Council's Investment Policy.

Attachments

Nil.

9.2. (GM) Quarterly Budget Review as at 31 March 2022

Prepared By:

Chief Financial Officer

Executive Summary

The quarterly budget review to 31 March 2022 is submitted for Council's consideration.

Background Information

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 budget statement must include a note by the Responsible Accounting Officer as to whether or not he believes that the financial position of Council is satisfactory, having regard to the original estimate of income and expenditure.

Legislative or Policy Implications

Local Government (General) Regulation 2005 Clause 203.

The quarterly budget review monitors the progress of the 2018/19 operational budget, which programs the plan to achieve the actions, and strategic objectives set within Council's progressive delivery plan.

Project Delivery Implications

The resolution in this report will primarily affect the Delivery Program Future Direction relating to: *Function 1: Financial Sustainability*.

Risk Assessment

An assessment of the challenge posed to Council implementing the action/s contained in this report, in the current environment with available resources: Moderate

As council's working funds forecasts are close to break-even, it is critical 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.

Budget and Financial Implications

The quarterly budget review has been presented from a comparison between actuals vs. budget for each fund across council to 31 March 2022.

Recommendation

- 1 That the budget review report to 31 March 2022 be received and noted.

Report

During the first three quarters (July - March 2022), council has recorded a cash operating result of \$11.52m which is slightly behind the original budget of \$11.58m.

Council has recorded a reduction in operating income of (\$640k) in comparison to the adopted budget. This decline in operating income was predominately associated with a reduction in water usage (residential & commercial). The extended periods of rainfall has seen customers less dependent on the town's water supply. The user fees & charges within general fund were impacted by the timing of payment from Transport for NSW associated with works undertaken as part of the Road Maintenance Council Contracts (RMCC) as well as roadworks undertaken for the Regional Growth NSW Development Corporation (RGDC) around the Parkes Special Activation Precinct (SAP). These works were of a material value and will be required to be expensed during the final quarter. The expenditure incurred will be offset by operational income which will ensure that the operating result of council is not adversely impacted by these works.

Council has also recorded a favourable reduction in operating expenditure compared to the budget across various reporting categories including, employee costs, materials, contracts & electricity. The reduction in employee costs was associated with council having increased vacancies across the workforce during the last nine months. The decreased water usage by end-users has resulted in a decline in water pumping electricity costs of (\$455k). Council continues to place a strong emphasis on cost reductions to ensure that favourable budget results can be achieved, internal management reporting and strengthened purchasing controls are assisting to deliver improved financial performance.

Statement by Responsible Accounting Officer

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 March 2022 indicates that Council's projected financial position at 30 June 2022 will be consistent with the original adopted budget. Council must continue to place a strong focus on the containment of operating expenditure and council funded capital expenditure. It is paramount that controls are implemented in these areas to ensure improved financial sustainability and replenishment of cash reserves

Attachments -Income Statement for the quarter ending 31 March 2022 (Actuals v Budget - YTD)

PSC Income Statement - Consolidated & Entity View 2021/22 Quarterly Budget Review - Q3									
	Consolidated			General Fund		Water Fund		Sewer Fund	
	Actuals YTD \$'000	Original Budget YTD \$'000	Variance \$'000	Actuals YTD \$'000	Original Budget YTD \$'000	Actuals YTD \$'000	Original Budget YTD \$'000	Actuals YTD \$'000	Original Budget YTD \$'000
Income									
Rates and annual charges	20,958	21,038	(80)	17,245	17,061	1,127	1,103	2,585	2,873
User charges and fees	9,040	10,569	(1,529)	2,359	3,251	6,372	7,220	308	98
Interest and investment revenue	189	78	111	153	51	24	23	-	4
Other revenues	841	689	152	827	671	1	8	13	11
Grants and contributions provided for opex	7,708	7,001	707	7,708	7,001	-	-	-	-
Total income from continuing operations	38,735	39,375	(640)	28,292	28,036	7,525	8,354	2,906	2,985
Expenses									
Employee Cost	12,524	12,698	(173)	10,616	10,263	1,355	1,691	554	744
Materials & Consumables	2,543	3,109	(566)	2,252	2,713	187	271	104	125
External Services	7,096	6,767	329	6,711	5,662	253	677	133	428
Water, Electricity & Statutory	2,017	2,279	(262)	956	755	942	1,397	119	127
IT & Communications	227	224	3	224	224	-	-	4	-
Insurance	752	664	88	752	664	-	-	-	-
Administration	2,621	2,429	192	2,392	2,228	197	183	32	19
Travel & Entertainment	42	182	(141)	32	152	-	26	0	5
Financials	175	180	(5)	175	180	-	-	-	-
Internal Charges	(1,229)	(900)	(329)	(2,979)	(2,650)	1,448	1,448	302	302
Interest Paid	641	542	99	297	297	255	158	88	87
Cost of Assets Sold	387	-	387	387	338	-	-	0	-
Sale Proceeds of Assets	(578)	(375)	(203)	(578)	(375)	-	-	-	-
Total expenses from continuing operations	27,218	27,799	(581)	21,236	20,449	4,636	5,852	1,336	1,836
Cash profit for the year	11,518	11,576	(58)	7,056	7,587	2,889	2,503	1,570	1,149
Depreciation of fixed assets	10,069	10,751	(682)	6,741	7,032	3,024	2,435	303	1,285
Net Operation result as at 31 March 2022	1,449	825	624	314	555	(135)	68	1,266	(136)

9.3. (GM) Council Internal Cash Restrictions

Prepared By:

Chief Financial Officer

Executive Summary

This report recommends that Parkes Shire Council ("Council") restructure its internal cash restrictions to ensure unrestricted cash is available, if and as required.

Background Information

Financial reserves are established to set aside funds for councils to allocate to specific projects, as required. Reserves may be either externally or internally restricted.

Externally restricted reserves are created as a result of a legislative requirement governing the use of the funds. These funds must be fully expended for the specific purpose defined and cannot be used by Council for general operations.

Internally restricted reserves are funds that Council has determined to be used for specific purposes. Generally, these should relate back to Council's adopted Integrated Planning and Reporting ("IP&R") strategies and plans of Council. Council may resolve to change the purpose of these funds.

Legislative or Policy Implications

[Local Government Code of Accounting Practice and Financial Reporting \(Office of Local Government\)](#)

Australian Accounting Standards

Project Delivery Implications

COUNCIL+ *Council*

Risk Assessment

An assessment of the challenge posed to Council implementing the action/s contained in this report, in the current environment with available resources: Moderate

Budget and Financial Implications

If the Officer's Recommendation is endorsed, the Employee Leave Entitlement Reserve will be adequate to provide for the current leave liabilities and based on the 2021 year-end numbers, there would have been \$1,412,000 available to fund the daily operations of Council until new funds are received from customers for rates, water and other services. Please note 2021 year-end numbers are used to illustrate the example.

Recommendation

That Council:

1. Retain the Town Improvement Funds and the Special Infrastructure Fund Reserves in their present format.
2. Increase the Employee Leave Entitlement Reserve according to the new formula outlined in this report to provide a sustainable reserve balance.
3. Approve the recategorisation of the Risk Management Fund, Shire Development Fund and Parkes Plus Fund to unrestricted funds.

Report

In Council's Annual Financial Statements of 2021, the unrestricted cash reserves was a modest \$111,000.00. This is not considered to be a sustainable amount to fund Council's daily operations, while the internal restricted employee leave entitlement reserve consisted of only \$579,000. It is proposed to remove the restriction on these reserves to ensure adequate cash is available for Council's operations.

To ensure adequate cash is available for the day to day operations of Council, it is proposed to remove restrictions on several reserves to ensure cash is accessible without breaching our reserve restrictions.

Additionally, on review the current Employee Leave Entitlement ("ELE") Reserve at \$579,000 is considered inadequate, as it may be called-upon with little notice and found inadequate. To determine an adequate reserve is available, a prudent calculation for the internal restricted employee leave entitlement (ELE) reserve would be:

- 100 per cent funding of their gross ELE for employees older than 60 years;
- 60 per cent funding of their gross ELE for employees older than 55 years;
- 40 per cent funding of their gross ELE for employees older than 50 years;
- 20 per cent funding of their gross ELE for employees older than 45 years and
- 10 per cent funding of their gross ELE for employees younger than 45 years.

If this formula was applied in determining the 2021 ELE reserve the amount would have been \$2,660,635.

Of the remaining internally restricted reserves only the Town Improvement Fund (TI Fund) \$517,000 and Special Infrastructure Fund \$20,000 serve specific purposes.

Attachments

1. Parkes Shire Council Restricted Cash, Cash Equivalents and Investments

Attachment 1 - Note C1-3. Restricted cash, cash equivalents and investments

Parkes Shire Council | Notes to the Financial Statements 30 June 2021

C1-3 Restricted cash, cash equivalents and investments

\$ '000	2021		2020	
	Current	Non-current	Current	Non-current
Total cash, cash equivalents and investments	28,069	2,014	18,163	3,512

\$ '000	2021	2020
---------	------	------

Details of restrictions

External restrictions – included in liabilities

Specific purpose unexpended grants – general fund	7,705	1,304
External restrictions – included in liabilities	7,705	1,304

External restrictions – other

External restrictions included in cash, cash equivalents and investments above comprise:

Developer contributions – general	481	335
Developer contributions – water fund	4,908	4,476
Developer contributions – sewer fund	269	123
Specific purpose unexpended grants (recognised as revenue) – general fund	1,431	2,065
Water fund	6,196	6,292
Sewer fund	3,045	1,406
Domestic waste management	1,036	832
Stormwater Management	402	227
External restrictions – other	17,768	15,756
Total external restrictions	25,473	17,060

Internal restrictions

Council has internally restricted cash, cash equivalents and investments as follows:

Employees leave entitlement	579	454
Risk Management Fund	100	100
Shire development	2,367	2,077
Parkes Plus	916	1,293
Town Improvement Fund	517	579
Childcare Services	–	43
Special Infrastructure Fund	20	–
Total internal restrictions	4,499	4,546

Total restrictions

29,972	21,606
---------------	---------------

Internal restrictions over cash, cash equivalents and investments are those assets restricted only by a resolution of the elected Council.

10. DIRECTOR CUSTOMER, CORPORATE SERVICES & ECONOMY

10.1. (DCCSE) Public Exhibition of draft Code of Meeting Practice

Prepared By:

Director Customer, Corporate Services and Economy

Executive Summary

Following extensive consultation, the NSW Office of Local Government released a new *Model Code of Meeting Practice for Local Councils in NSW* in November 2021. The *Model Code of Meeting Practice for Local Councils in NSW* ("the Model Meeting Code") is prescribed under the *Local Government (General) Regulation 2021* and comprises both mandatory and non-mandatory provisions. This report provides a summary of the mandatory provisions that have changed since the last iteration of the Model Meeting Code and recommends that Council resolve to publicly exhibit a revised Code of Meeting Practice incorporating the mandatory provisions of the Model Meeting Code.

Background Information

Section 360(1) of the *Local Government Act 1993* ("the Act") provides that the *Local Government (General) Regulation 2021* ("the Regulation") may prescribe a Model Code of Meeting Practice ("Model Meeting Code") for the conduct of meetings of councils and committees of councils. Section 360(2) of the Act allows the Model Meeting Code to incorporate both mandatory and non-mandatory provisions, with section 360(3) requiring a council's adopted Code of Meeting Practice to incorporate all mandatory provisions of the Model Meeting Code.

On 29 October 2021, the Office of Local Government ("the OLG") announced, via Circular 21-35 (refer *Attachment 1*), that the new Model Meeting Code had been finalised and published in the NSW Government Gazette.

The new Model Meeting Code incorporates provisions that allow councils to permit individual Councillors to attend meetings by audio-visual link and to hold meetings by audio-visual link in the event of natural disasters or public health emergencies. The provisions governing attendance at meetings by audio-visual link are non-mandatory, with individual councils able to adopt them or adapt them to meet their own needs.

Amendments have also been made to the provisions governing the webcasting of meetings and disorder at meetings to reflect amendments to the Regulation since the previous iteration of the Model Meeting Code was prescribed.

An amendment has also been made to the Model Meeting Code implementing Recommendation 6 in the Independent Commission Against Corruption's ("ICAC") report in relation to its investigation of the former Canterbury City Council (Operation Dasha). In its report, ICAC recommended that the Model Meeting Code be amended to require that council business papers include a reminder to Councillors of their Oath or Affirmation of Office, and their conflict of interest disclosure obligations.

Legislative or Policy Implications

As detailed above, the Act provides that the Regulation may prescribe a Model Meeting Code. Council is required to ensure that its adopted Code of Meeting Practice incorporates all mandatory provisions of the Model Meeting Code.

Section 361 of the Act requires Council to publicly exhibit its draft Meeting Code prior to adoption. The public exhibition period must not be less than 28 days, and the public notice must specify a period of not less than 42 days after the date on which the draft Meeting Code is placed on public exhibition during which submissions may be made. Section 362 of the Act further requires a council to consider any public submissions received prior to adopting its draft Meeting Code.

Project Delivery Implications

COUNCIL+ *Council*

Risk Assessment

An assessment of the challenge posed to Council implementing the action/s contained in this report, in the current environment with available resources: Low.

Budget and Financial Implications

There are no financial implications for Council associated with this report

.

Recommendation

1. Endorse the placement of the draft Code of Meeting Practice, appended at *Attachment 2*, on public exhibition for the statutory 28-day period, pursuant to section 361 of the *Local Government Act 1993*.
2. Receive a further report regarding the adoption of the draft Code of Meeting Practice, including any submissions received, following conclusion of the public exhibition period.

Report

The draft Code of Meeting Practice (“the draft Meeting Code”), appended at *Attachment B*, incorporates all mandatory and non-mandatory provisions of the new Model Meeting Code.

A summary of the key changes to the Model Meeting Code, which have been incorporated into the draft Meeting Code, are as follows:

Clause	Details	Status	Action
3.22	New clause requiring a statement in all Business Papers reminding Councillors of their Oath/Affirmation of Office and their obligations to disclose and appropriately manage conflicts of interest.	Mandatory	Mandatory clause introduced by OLG in response to recommendations from ICAC Operation Dasha.
4.1-4.24	New section providing framework for Council to hold Public Forum prior to Council meetings, should it wish to.	Non-mandatory	Recommended for inclusion to enable community with opportunity to speak to items on Business Paper, prior to decision being made by Council. This section does not require Council to hold Public Forums prior to each meeting; only when members of the community have requested to make deputation to Council. Public Forums are not part of the meeting-proper and are not recorded/webcast.
5.15-5.29	New section providing framework for Councillors to participate in Council and Committee meetings via audio-visual link, including application and approval arrangements.	Non-mandatory	Recommended for inclusion to enable continuation of current practice of enabling Councillors to participate in meetings, where they are unable to attend in person. From 30 June 2022, existing temporary amendments to the Regulation will expire. Council must adopt provisions to show how it will manage remote attendance.

Clause	Details	Status	Action
5.33-5.38	Amendment of existing webcasting clauses.	Mandatory	Replacing existing wording with new wording of mandatory clauses in Model Code. No change in application or process.
5.43	New clause allowing attendance of General Manager and staff at Council and committee meetings by audio-visual means.	Mandatory	New mandatory clause required to be adopted.
8.1	Amendment to Order of Business.	Non-mandatory	Amendment of existing Order of Business to reflect "Applications for Attendance by Audio-Visual Link by Councillors", as contained in Model Code and reflective of clauses 5.15-5.29, and change sequence of "Reports of Committees" to following "Mayoral Minute(s)" (per Model Code). Update in position titles of Directors to reflect current organisation structure.
14.20	New clause outlining obligations of Councillors attending meetings by audio-visual link to 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.	Mandatory	New mandatory clause proposed to reinforce non-public attendance in situations where Councillors attend via audio-visual link.
15.20-15.21	New section outlining how disorder by Councillors attending by audio-visual link will be dealt with.	Non-mandatory	New clauses proposed to outline how disorder of Councillors attending via audio-visual link will be dealt with, including circumstances when the audio-visual link will be terminated.
16.2	New clause outlining obligations of Councillors attending meetings by audio-visual link in relation to conflicts of interest.	Non-mandatory	New clause proposed to reinforce conflicts of interest requirements where Councillors attend via audio-visual link.

Mandatory provisions are indicated in **RED** font, whereas non-mandatory provisions recommended for inclusion have been indicated in **BLUE** font.

Attachments

1. Circular 21-35 - 2021 Model Code of Meeting Practice for Local Councils in NSW
(Office of Local Government, 29 October 2021)
2. Code of Meeting Practice (Draft)

Attachment 1 - Circular 21-25 2021 Model Code of Meeting Practice

Office of
Local Government

Circular to Councils

Circular Details	21-35 / 29 October 2021 / A796782
Previous Circular	21-02 <i>Temporary exemption from the requirement for councillors to attend meetings in person</i>
Who should read this	Mayors / Councillors / General Managers / Joint Organisation Executive Officers / Council governance staff
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

2021 Model Code of Meeting Practice for Local Councils in NSW

What's new or changing

- Following extensive consultation, the new *Model Code of Meeting Practice for Local Councils in NSW* (Model Meeting Code) has been finalised.
- The new Model Meeting Code has been published in the Government Gazette and is expected to be prescribed under the *Local Government (General) Regulation 2021* (the Regulation) on or before **Friday 19 November 2021**. The new Model Meeting Code is available on the Office of Local Government's (OLG) website [here](#).
- The new Model Meeting Code contains new provisions that allow councils to permit individual councillors to attend meetings by audio-visual link and to hold meetings by audio-visual link in the event of natural disasters or public health emergencies. The provisions governing attendance at meetings by audio-visual link are non-mandatory. Councils can choose not to adopt them or to adapt them to meet their own needs.
- Amendments have also been made to the provisions governing the webcasting of meetings and disorder at meetings to reflect amendments to the Regulation since the previous iteration of the Model Meeting Code was prescribed.
- An amendment has also been made to the Model Meeting Code implementing recommendation 6 in ICAC's report in relation to its investigation of the former Canterbury City Council (Operation Dasha). ICAC recommended that the Model Meeting Code be amended to require that council business papers include a reminder to councillors of their oath or affirmation of office, and their conflict of interest disclosure obligations.
- A Word version of the new Model Meeting Code is available on OLG's website showing the amendments in track changes.
- The repeal date for section 237 of the Regulation which exempts councils from the requirement under clause 5.2 of the previous iteration of the Model Meeting Code for councillors to be personally present at meetings in order to participate in them has been extended to **30 June 2022**. This is to allow councils additional time to exhibit and adopt new codes of meeting practice containing provisions allowing attendance by audio-visual link at meetings. If councils have not adopted a new meeting code that allows councillors to attend meetings by audio-visual link, they will not be permitted to do so after that date.

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What this will mean for your council

- Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code within 12 months of the local government elections. A council's adopted meeting code must not contain provisions that are inconsistent with the mandatory provisions.
- A council's adopted meeting code may also incorporate the non-mandatory provisions of the Model Meeting Code and any other supplementary provisions adopted by the council.
- Councils and committees of councils of which all the members are councillors must conduct their meetings in accordance with the code of meeting practice adopted by the council.
- Under section 361 of the *Local Government Act 1993*, before adopting a new code of meeting practice, councils must first exhibit a draft of the code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code. This requirement does not apply to joint organisations.

Key points

- The Model Meeting Code has two elements:
 - mandatory provisions (indicated in black font)
 - non-mandatory provisions (indicated in red font) covering areas of meeting practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions also operate to set a benchmark based on what OLG sees as best practice for the relevant area of practice.
- The Model Meeting Code also applies to meetings of the boards of joint organisations and county councils. The provisions that are specific to meetings of boards of joint organisations are indicated in blue font.
- In adopting the Model Meeting Code, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".
- In adopting the Model Meeting Code, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".

Where to go for further information

- The new Model Meeting Code is available on OLG's website [here](#).
- For more information, contact the Council Governance Team by telephone on 02 4428 4100 or by email at olg@olg.nsw.gov.au.



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Attachment 2 - Draft Code of Meeting Practice 2022 - Public Exhibition Copy



PARKES SHIRE COUNCIL

Code of Meeting Practice

PUBLIC EXHIBITION COPY (MAY 2022)

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Code of Meeting Practice
May 2022**1. INTRODUCTION**

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.

2. 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.

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.

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.

Notice to the public of Council meetings

- 3.3 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.

- 3.4 For the purposes of clause 3.3, 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.
- 3.5 For the purposes of clause 3.3, notice of more than one (1) meeting may be given in the same notice.

Notice to Councillors of ordinary Council meetings

- 3.6 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 3.6 reflects section 367(1) of the Act.

Code of Meeting Practice
May 2022

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

Note: Clause 3.7 reflects section 367(3) of the Act.

Notice to Councillors of extraordinary meetings

- 3.8 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.

Giving notice of business to be considered at Council meetings

- 3.9 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 three (3) business days before the meeting is to be held.
- 3.10 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.
- 3.11 If the General Manager considers that a notice of motion submitted by a Councillor for consideration at an ordinary meeting of the Council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the General Manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the Council.
- 3.12 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the Council's current adopted Operational Plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the General Manager must either:
- (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the Council, or
 - (b) by written notice sent to all Councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the Council to such a date specified in the notice, pending the preparation of such a report.

Code of Meeting Practice
May 2022Questions with notice

- 3.13 A Councillor may, by way of a notice submitted under clause 3.9, ask a question for response by the General Manager about the performance or operations of the Council.
- 3.14 A Councillor is not permitted to ask a question with notice under clause 3.13 that comprises a complaint against the General Manager or a member of staff of the Council, or a question that implies wrongdoing by the General Manager or a member of staff of the Council.
- 3.15 The General Manager or their nominee may respond to a question with notice submitted under clause 3.13 by way of a report included in the business papers for the relevant meeting of the Council or orally at the meeting.

Agenda and business papers for ordinary meetings

- 3.16 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.
- 3.17 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 3.9.
- 3.18 Nothing in clause 3.17 limits the powers of the Mayor to put a Mayoral minute to a meeting under clause 9.6.
- 3.19 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.
- 3.20 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:

Code of Meeting Practice
May 2022

- (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 3.20 reflects section 9(2A)(a) of the Act.

- 3.21 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.

Statement of ethical obligations

- 3.22 Business papers for all ordinary and extraordinary meetings of the Council and committees of the Council must contain a statement reminding Councillors of their Oath or Affirmation of Office made under section 233A of the Act and their obligations under the Council's Code of Conduct to disclose and appropriately manage conflicts of interest.

Availability of the agenda and business papers to the public

- 3.23 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 3.23 reflects section 9(2) and (4) of the Act.

- 3.24 Clause 3.23 does not apply to the business papers for items of business that the General Manager has identified under clause 3.21 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.24 reflects section 9(2A)(b) of the Act.

- 3.25 For the purposes of clause 3.23, 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 3.25 reflects section 9(3) of the Act.

Code of Meeting Practice
May 2022

- 3.26 A copy of an agenda, or of an associated business paper made available under clause 3.23, may in addition be given or made available in electronic form.

Note: Clause 3.26 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

- 3.27 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.
- 3.28 Despite clause 3.27, business may be considered at an extraordinary meeting of the Council, even though due notice of the business has not been given, if:
- (a) a motion is passed to have the business considered at the meeting, and
 - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the Council before the next scheduled ordinary meeting of the Council.
- 3.29 A motion moved under clause 3.28(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 3.30 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.28(a) can speak to the motion before it is put.
- 3.31 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.28(b) on whether a matter is of great urgency.

Pre-meeting briefing sessions

- 3.32 Prior to each ordinary meeting of the Council, the General Manager may arrange a pre-meeting briefing session to brief Councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the Council and meetings of committees of the Council.
- 3.33 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.34 Pre-meeting briefing sessions may be held by audio-visual link.
- 3.35 The General Manager or a member of staff nominated by the General Manager is to preside at pre-meeting briefing sessions.
- 3.36 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and

any debate and decision-making must be left to the formal Council or committee meeting at which the item of business is to be considered.

- 3.37 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 a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a Council or committee meeting. The Council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the Councillor who made the declaration.

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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.
- 4.2 Public forums may be held by audio-visual link.
- 4.3 Public forums are to be chaired by the Mayor or their nominee.
- 4.4 To speak at a public forum, a person must first make an application to the Council in the approved form. 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, and must identify the item of business on the agenda of the Council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
- 4.5 A person may apply to speak on no more than two (2) items of business on the agenda of the Council meeting.
- 4.6 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 4.7 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.
- 4.8 No more than two (2) speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the Council meeting.
- 4.9 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 Council on the item of business. If the speakers are not able to agree on whom to nominate to address the Council, the General Manager or their delegate is to determine who will address the Council at the public forum.
- 4.10 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.
- 4.11 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 to

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- the Council at the public forum, and to identify any equipment needs by 12.00pm one (1) business day before the public forum. The General Manager or their delegate may refuse to allow such material to be presented.
- 4.12 The General Manager or their delegate is to determine the order of speakers at the public forum.
- 4.13 Each speaker will be allowed five (5) minutes to address the Council. This time is to be strictly enforced by the chairperson.
- 4.14 Speakers at public forums must not digress from the item on the agenda of the Council meeting they have applied to address the Council 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.
- 4.15 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.
- 4.16 Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker, to each question are to be limited to three (3) minutes.
- 4.17 Speakers at public forums cannot ask questions of the Council, Councillors, or Council staff.
- 4.18 The General Manager or their nominee may, with the concurrence of the chairperson, address the Council for up to five (5) minutes in response to an address to the Council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.19 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.
- 4.20 When addressing the Council, speakers at public forums must comply with this Code and all other relevant Council Codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the Council's Code of Conduct or making other potentially defamatory statements.
- 4.21 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.20, 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.

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- 4.22 Clause 4.21 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this Code.
- 4.23 Where a speaker engages in conduct of the type referred to in clause 4.20, 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.
- 4.24 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. 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.

Note: Public forums should not be held as part of a Council or committee meeting. Council or committee meetings should be reserved for decision-making by the Council or committee of Council. Where a public forum is held as part of a Council or committee meeting, it must be conducted in accordance with the other requirements of this Code relating to the conduct of Council and committee meetings.

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 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.
- 5.3 Where a Councillor is unable to attend one or more ordinary meetings of the Council, the Councillor should request that the Council grant them a leave of absence from those meetings. This clause does not prevent a Councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this Code and the Act.
- 5.4 A Councillor's request for leave of absence from Council meetings should, if practicable, identify (by date) the meetings from which the Councillor intends to be absent and the grounds upon which the leave of absence is being sought.
- 5.5 The Council must act reasonably when considering whether to grant a Councillor's request for a leave of absence.
- 5.6 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 5.6 reflects section 234(1)(d) of the Act.**
- 5.7 A Councillor who intends to attend a meeting of the Council despite having been granted a leave of absence should, if practicable, give the General Manager at least two (2) days' notice of their intention to attend.

The quorum for a meeting

- 5.8 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.

Note: Clause 5.8 reflects section 368(1) of the Act.

- 5.9 Clause 5.8 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 5.9 reflects section 368(2) of the Act.

- 5.10 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.
- 5.11 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.
- 5.12 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.
- 5.13 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 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.
- 5.14 Where a meeting is cancelled under clause 5.13, 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 3.2.

[Meetings held by audio-visual link](#)

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- 5.15 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.
- 5.16 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.
- 5.17 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 5.15, 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

- 5.18 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.
- 5.19 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 meeting in person.
- 5.20 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 5.19.
- 5.21 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.

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- 5.22 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.
- 5.23 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:
- (a) the meetings the resolution applies to, and
 - (b) the reason why the Councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.
- 5.24 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.
- 5.25 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. However, the Council and committees of the Council are under no obligation to approve a Councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the Councillor to attend the meeting by these means.
- 5.26 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.
- 5.27 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.
- 5.28 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.
- 5.29 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.

Entitlement of the public to attend Council meetings

- 5.30 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 5.30 reflects section 10(1) of the Act.

- 5.31 Clause 5.30 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

- 5.32 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 5.32 reflects section 10(2) of the Act.

Webcasting of meetings

- 5.33 Each meeting of the Council or a committee of the Council is to be recorded by means of an audio or audio-visual device.
- 5.34 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.
- 5.35 The recording of a meeting is to be made publicly available on the Council's website:
- (a) at the same time as the meeting is taking place, or
 - (b) as soon as practicable after the meeting.
- 5.36 The recording of a meeting is to be made publicly available on the Council's website for at least 12 months after the meeting.
- 5.37 Clauses 5.35 and 5.36 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 5.33 – 5.37 reflect section 236 of the Regulation.

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

Attendance of the General Manager and other staff at meetings

- 5.39 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 5.39 reflects section 376(1) of the Act.

- 5.40 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 5.40 reflects section 376(2) of the Act.

- 5.41 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 5.41 reflects section 376(3) of the Act.

- 5.42 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.

- 5.43 The General Manager and other Council staff may attend meetings of the Council and committees of the Council by audio-visual-link. Attendance by Council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the General Manager.

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 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:

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- (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.

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7. MODES OF ADDRESS

- 7.1 If the chairperson is the Mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.2 Where the chairperson is not the Mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 A Councillor is to be addressed as 'Councillor [surname]'.
- 7.4 A Council officer is to be addressed by their official designation or as Mr/Ms [surname].

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8. ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

- 8.1 The general order of business for an ordinary meeting of the Council shall be:
1. Opening of the Meeting
 2. Acknowledgement of Country and Prayer
 3. Apologies and Applications for a Leave of Absence or Attendance by Audio-Visual Link by Councillors
 4. Confirmation of Minutes
 5. Disclosures of Interests
 6. Late Business
 7. Mayoral Minute(s)
 8. Reports of Committees
 9. Reports of the General Manager
 10. Reports of the Director Customer, Corporate Services and Economy
 11. Reports of the Director Infrastructure and Strategic Futures
 12. Reports of the Director Operations
 13. Reports of the Director Planning and Community Services
 14. Notices of Motions/Questions with Notice
 15. Confidential Matters
 16. Conclusion of the Meeting
- 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 clauses 10.20–10.30, only the mover of a motion referred to in clause 8.2 may 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 3.9, and
 - (b) unless notice of the business has been sent to the Councillors in accordance with clause 3.6 in the case of an ordinary meeting or clause 3.8 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:
- (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 even though due notice of the business has not been given to the Councillors if:
- (a) a motion is passed to have the business considered at the meeting, and
 - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the Council before the next scheduled ordinary meeting of the Council.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Mayoral Minutes

- 9.6 Subject to clause 9.9, if the Mayor is the chairperson at a meeting of the Council, the Mayor may, by minute signed by the Mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the Council, or of which the Council has official knowledge.
- 9.7 A Mayoral minute, when put to a meeting, takes precedence over all business on the Council's agenda for the meeting. The chairperson (but only

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if the chairperson is the Mayor) may move the adoption of a Mayoral minute without the motion being seconded.

- 9.8 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.
- 9.9 A Mayoral minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the Council before the next scheduled ordinary meeting of the Council.
- 9.10 Where a Mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the Council's current adopted Operational Plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the Mayoral minute does not identify a funding source, the Council must defer consideration of the matter, pending a report from the General Manager on the availability of funds for implementing the recommendation if adopted.

Staff reports

- 9.11 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

- 9.12 The recommendations of a committee of the Council are, so far as they are adopted by the Council, resolutions of the Council.
- 9.13 If in a report of a committee of the Council distinct recommendations are made, the Council may make separate decisions on each recommendation.

Questions

- 9.14 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 3.9 and 3.13.
- 9.15 A Councillor may, through the chairperson, put a question to another Councillor about a matter on the agenda.
- 9.16 A Councillor may, through the General Manager, put a question to a Council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the General Manager at the direction of the General Manager.
- 9.17 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

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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.

- 9.18 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a Councillor or Council employee.

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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 3.9 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 after the agenda and business paper for the meeting at which it is to be considered have been sent to Councillors, the Councillor may request the withdrawal of the motion when it is before the Council.
- 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
 - (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.
- 10.8 Any motion, amendment, or other matter that the chairperson has ruled out of order is taken to have been lost.

Motions requiring the expenditure of funds

- 10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the Council's current adopted Operational Plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the Council must defer consideration of the matter, pending a report from the General Manager on the availability of funds for implementing the motion if adopted.

Code of Meeting Practice
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- 10.10 An amendment to a motion must be moved and seconded before it can be debated.
- 10.11 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.
- 10.12 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.
- 10.13 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.
- 10.14 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.
- 10.15 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.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the Councillor who moved the original motion.

Foreshadowed motions

- 10.17 A Councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the Council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.18 Where an amendment has been moved and seconded, a Councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the Council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed

motions cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the number and duration of speeches

- 10.20 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.
- 10.21 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.
- 10.22 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.
- 10.23 Despite clause 10.22, 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.
- 10.24 Despite clause 10.22, the Council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.25 Despite clauses 10.20 and 10.21, 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.
- 10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.
- 10.27 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 10.20.
- 10.28 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.
- 10.29 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.

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- 10.30 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.

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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.

Voting at Council meetings

- 11.4 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.
- 11.5 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.
- 11.6 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.
- 11.7 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.
- 11.8 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.
- 11.9 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.

Voting on planning decisions

- 11.10 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.

- 11.11 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the Council or a Council committee.
- 11.12 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.
- 11.13 Clauses 11.10–11.12 apply also to meetings that are closed to the public.

Note: Clauses 11.10–11.12 reflect section 375A of the Act.

Note: The requirements of clause 11.10 may be satisfied by maintaining a register of the minutes of each planning decision.

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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 10.20–10.30 limit the number and duration of speeches.

- 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.
- 13.2 Before the Council or committee resolves to adopt multiple items of business on the 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 8.3.
- 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 in accordance with the requirements of the Council's Code of Conduct.

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,
 - (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.

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.

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.

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 3.20 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

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- 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 Where the matter has been identified in the agenda of the meeting under clause 3.20 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 to the Council in the approved form. Applications must be received by 12.00pm one (1) business day before the meeting at which the matter is to be considered.
- 14.12 The General Manager (or their delegate) may refuse an application made under clause 14.11. The General Manager or their delegate must give reasons in writing for a decision to refuse an application.
- 14.13 No more than two (2) speakers are to be permitted to make representations under clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the General Manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the Council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the General Manager or their delegate is to determine who will make representations to the Council.
- 14.15 The General Manager (or their delegate) is to determine the order of speakers.
- 14.16 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 under clause 3.20 as a

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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 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than two (2) speakers to make representations in such order as determined by the chairperson.

- 14.17 Each speaker will be allowed three (3) minutes to make representations, and this time limit is to be strictly enforced by the chairperson. 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.

Expulsion of non-Councillors from meetings closed to the public

- 14.18 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.
- 14.19 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.

Obligations of Councillors attending meetings by audio-visual link

- 14.20 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

- 14.21 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

- 14.22 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.
- 14.23 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 14.22 during a part of the meeting that is webcast.

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15. KEEPING ORDER AT MEETINGSPoints 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 cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 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

- 15.4 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.
- 15.5 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.
- 15.6 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.
- 15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

- 15.8 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.
- 15.9 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.
- 15.10 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.

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- 15.11 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) insults, makes unfavourable personal remarks about, or imputes improper motives to any other Council official, or alleges a breach of the Council's Code of Conduct, or
 - (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the Council or the committee into disrepute.

Note: Clause 15.11 reflects section 182 of the Regulation.

- 15.12 The chairperson may require a Councillor:
- (a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a), (b), or (e), 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 15.11(d) and (e).

Note: Clause 15.12 reflects section 233 of the Regulation.

How disorder at a meeting may be dealt with

- 15.13 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

- 15.14 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.

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15.15 Clause 15.14 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.

15.16 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 15.12. 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.

15.17 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.

15.18 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.

15.19 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.

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

15.20 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.

15.21 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

15.22 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.

15.23 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.

- 15.24 Without limiting clause 15.17, a contravention of clause 15.24 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.17. Any person who contravenes or attempts to contravene clause 15.23, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.25 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.

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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 clause 3.9.

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) 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.

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- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.10 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 two (2) 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) a motion to have the motion considered at the meeting is passed, and
 - (c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it 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 clauses 10.20–10.30, 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 motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

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 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.

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- 17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 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.

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18. TIME LIMITS ON COUNCIL MEETINGS

- 18.1 Meetings of the Council and committees of the Council are to conclude no later than 8.00pm.
- 18.2 If the business of the meeting is unfinished at 8.00pm, the Council or the committee may, by resolution, extend the time of the meeting.
- 18.3 If the business of the meeting is unfinished at 8.00pm, 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.
- 18.4 Clause 18.3 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.
- 18.5 Where a meeting is adjourned under clause 18.3 or 18.4, 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 MEETINGMinutes 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.

- 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.

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.

Attendance at committee meetings

- 20.8 A committee member (other than the Mayor) ceases to be a member of a committee if the committee member:
- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
 - (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.

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- 20.9 Clause 20.8 does not apply if all of the members of the Council are members of the committee.

Non-members entitled to attend committee meetings

- 20.10 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

- 20.11 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.
- 20.12 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.
- 20.13 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.
- 20.14 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

- 20.15 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.
- 20.16 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

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accordance with clause 20.15.

- 20.17 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.
- 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 webcast.

Disorder in committee meetings

- 20.21 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

- 20.22 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:
- (a) the names of Councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
 - (b) details of each motion moved at a 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.
- 20.23 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.
- 20.24 The minutes of meetings of each committee of the Council must be

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confirmed at a subsequent meeting of the committee.

- 20.25 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.
- 20.26 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- 20.27 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.

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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.

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▼ **DEFINITIONS**

Term	Definition
the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.11 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	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
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 20.11 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 11.6 of this Code requiring the recording of the

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	names of the Councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a Councillor under clause 10.18 of this Code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a Councillor under clause 10.17 of this Code during debate on an original motion
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>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

10.2. (DCCSE) Public Exhibition of draft Strategic Asset Management Plan 2022-32

Prepared By:

Director Customer, Corporate Services and Economy

Executive Summary

Under the Integrated Planning and Reporting framework provisions of the *Local Government Act 1993*, Parkes Shire Council ("Council") must develop and adopt a Resourcing Strategy comprising a Long-Term Financial Plan, Workforce Management Plan and Asset Management Plans detailing for provision of the resources required to perform its function, including implementing the strategies set out in the Community Strategic Plan. This report recommends that Council resolve to publicly exhibit the draft Strategic Asset Management Plan 2022-2032.

Background Information

The *Local Government Act 1993* ("the Act") requires all councils to undertake long-term community and corporate planning and reporting activities using the Integrated Planning and Reporting ("IP&R") framework.

The IP&R framework provides for the interrelationship between the Community Strategic Plan, Delivery Program, Resourcing Strategy and annual Operational plans. According to the framework, these documents are required to be reviewed and updated by the incoming Council following an ordinary Local Government election.

The Strategic Asset Management Plan is a 10-year plan that accounts for, and plans, all existing assets under Council's control, as well as any new asset solutions proposed in the Community Strategic Plan and Delivery Program. As part of the Strategic Asset Management Plan, Council must prepare and adopt an Asset Management Policy, an Asset Management Strategy and Asset Management Plans for each class of assets to support the Community Strategic Plan and Delivery Program.

Legislative or Policy Implications

[Local Government Act 1993, Section 403 - Resourcing Strategy](#)

[Integrated Planning and Reporting Guidelines for Local Government in NSW \(Office of Local Government, September 2021\)](#)

Project Delivery Implications

COUNCIL+ *Council*

Risk Assessment

An assessment of the challenge posed to Council implementing the action/s contained in this report, in the current environment with available resources: Low

Budget and Financial Implications

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

Recommendation

That Council:

1. Endorse the placement of the draft Strategic Asset Management Plan 2022-2032, appended at *Attachment 1*, on public exhibition for the statutory 28-day period and receive submissions from 17 May 2022 to 14 June 2022.
2. Receive a further report regarding the adoption of the draft Strategic Asset Management Plan 2022-2032, including any submissions received, following conclusion of the public exhibition period.

Report

Following a comprehensive community engagement process undertaken in 2021, Council Officers developed a draft Community Strategic Plan identifying the main priorities and aspirations of the Parkes Shire community, structured around the four Quadruple Bottom Line themes of Community, Economy, Environment and Civic Leadership.

At its Ordinary Meeting held Tuesday, 15 March 2022, Council resolved to place the draft Community Strategic Plan on public exhibition, with submissions closed on Friday, 22 April 2022 **[res. 22-084]**.

The draft Strategic Asset Management Plan is appended at *Attachment 1* to this report and has been structured into five sections, including:

- Asset Class Summaries
- Financial Planning
- Risk Management
- Infrastructure Asset Performance Reporting
- Asset Management System and Improvement Actions

While there is no statutory requirement for Council to publicly exhibit its draft Strategic Asset Management Plan prior to adoption; due to the relationship between this document and the draft Long-Term Financial Plan, it is recommended that it be subject to public exhibition concurrently. Given the public exhibition period commences upon resolution of the Officer's Recommendation (17 May 2022), the exhibition period would therefore conclude Tuesday, 14 June 2022.

Any submissions received during this period, as well as any amendments to the draft Strategic Asset Management Plan subsequently proposed, will be provided to Council for review and consideration at the June Ordinary Meeting.

Attachments

1. Strategic Asset Management Plan 2022-2032 (Draft) - *Distributed under separate cover*

10.3. (DCCSE) Public Exhibition of draft Long Term Financial Plan 2022-2032

Prepared By:

Director Customer, Corporate Services and Economy

Executive Summary

Under the Integrated Planning and Reporting framework provisions of the *Local Government Act 1993*, Parkes Shire Council ("Council") must develop and adopt a Resourcing Strategy comprising a Long-Term Financial Plan, Workforce Management Plan and Asset Management Plans detailing for provision of the resources required to perform its function, including implementing the strategies set out in the Community Strategic Plan. This report recommends that Council resolve to publicly exhibit the draft Long-Term Financial Plan 2022-2032.

Background Information

The *Local Government Act 1993* ("the Act") requires all councils to undertake long-term community and corporate planning and reporting activities using the Integrated Planning and Reporting ("IP&R") framework.

The IP&R framework provides for the interrelationship between the Community Strategic Plan, Delivery Program, Resourcing Strategy and annual Operational plans. According to the framework, these documents are required to be reviewed and updated by the incoming Council following an ordinary Local Government election.

The Long-Term Financial Plan is a ten-year plan that is used to inform decision-making during the preparation and finalisation of the Community Strategic Plan and the development of the Delivery Program. In developing the Long Term Financial Plan, due regard must be given to promoting the financial sustainability of the Council through:

- the progressive elimination of operating deficits,
- the establishment of a clear revenue path for all rates linked to specific expenditure proposals,
- ensuring that any proposed increase in services and/or assets is within the financial means of the Council including a proposed Special Rate Variation ("SRV"),
- ensuring the adequate funding of infrastructure maintenance and renewal,
- the use of borrowing, where appropriate and financially responsible, and;
- the fair and equitable distribution of the rate burden across all rate payers.

In preparing and reviewing its Long-Term Financial Plan, Council must observe the requirements under section 403 of the Act as well as the *Integrated Planning and Reporting Guidelines for Local Government in NSW* ("the Guidelines") issued by the Office of Local

Government and prescribed under section 23A of the Act. Clause 3.10 of the Guidelines provides that Council must place its Long-Term Financial Plan on public exhibition for a period of at least 28 days prior to adoption, and any submissions received during the public exhibition period must be considered by Council prior to adoption of the Long Term Financial Plan.

Legislative or Policy Implications

[Local Government Act 1993, Section 403 - Resourcing Strategy](#)

[Integrated Planning and Reporting Guidelines for Local Government in NSW \(Office of Local Government, September 2021\)](#)

Project Delivery Implications

COUNCIL+ *Council*

Risk Assessment

An assessment of the challenge posed to Council implementing the action/s contained in this report, in the current environment with available resources: Low

Budget and Financial Implications

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

Recommendation

That Council:

1. Endorse the placement of the draft Long-Term Financial Plan 2022-2026, appended at *Attachment 1*, on public exhibition for the statutory 28-day period and receive submissions from 17 May 2022 to 14 June 2022.
2. Receive a further report regarding the adoption of the draft Long-Term Financial Plan 2022-2032, including any submissions received, following conclusion of the public exhibition period.

Report

Following a comprehensive community engagement process undertaken in 2021, Council Officers developed a draft Community Strategic Plan identifying the main priorities and aspirations of the Parkes Shire community, structured around the four Quadruple Bottom Line themes of Community, Economy, Environment and Civic Leadership.

At its Ordinary Meeting held Tuesday, 15 March 2022, Council resolved to place the draft Community Strategic Plan on public exhibition, with the submission period closed on Friday, 22 April 2022 [**res. 22-084**].

The draft Long Term Financial Plan is appended at *Attachment 1* to this report and has been structured into five sections, including:

- Council's Objectives: Sound Financial Management
- General Fund
- Water Fund
- Sewer Fund
- Sensitivity Risk Analysis
- Alternative Scenarios for the General Fund

The Guidelines require Council to publicly exhibit its draft Long-Term Financial Plan for a minimum of 28 days. Given the public exhibition period commences upon resolution of the Officer's Recommendation (17 May 2022), the statutory exhibition period would therefore conclude Tuesday, 14 June 2022.

Any submissions received during this period, as well as any amendments to the draft Long-Term Financial Plan subsequently proposed, will be provided to Council for review and consideration at the June Ordinary Meeting.

Attachments

1. Long-Term Financial Plan 2022-2032 (Draft) - *Distributed under separate cover*

10.4. (DCCSE) Public Exhibition of draft 2022/23 Operational Plan and Budget

Prepared By:

Director Customer, Corporate Services and Economy

Executive Summary

Under the Integrated Planning and Reporting framework provisions of the *Local Government Act 1993*, Parkes Shire Council must develop and adopt a Operational Plan detailing the activities to be engaged in by the Council during the year as part of the Delivery Program covering that year. This report seeks approval for public exhibition of Council's draft 2022/23 Operational Plan, incorporating the 2022/23 Operational Budget.

Background Information

The *Local Government Act 1993* ("the Act") requires all councils to undertake long-term community and corporate planning and reporting activities using the Integrated Planning and Reporting ("IP&R") framework.

The IP&R framework provides for the interrelationship between the Community Strategic Plan, Delivery Program, Resourcing Strategy and annual Operational plans. According to the framework, these documents are required to be reviewed and updated by the incoming Council following an ordinary Local Government election.

The Operational Plan is adopted before the beginning of each financial year and details the activities and actions to be undertaken by the council during the year to achieve the Delivery Program commitments. All plans, projects, activities, and funding allocations made by Council over its term must be directly linked to the Delivery Program and support the Community Strategic Plan.

In preparing and reviewing its Operational Plan, Council must observe the requirements under section 405 of the Act as well as the *Integrated Planning and Reporting Guidelines for Local Government* ("the Guidelines") issued by the Office of Local Government and prescribed under section 23A of the Act. Clause 4.25 of the Guidelines provides that Council must place its Operational Plan on public exhibition for a period of at least 28 days prior to adoption, and any submissions received during the public exhibition period must be considered by Council prior to adoption of the Operational Plan.

Legislative or Policy Implications

[Local Government Act 1993, Section 405 - Operational Plan](#)

[Integrated Planning and Reporting Guidelines for Local Government in NSW \(Office of Local Government, September 2021\)](#)

Project Delivery Implications

COUNCIL+ *Council*

Risk Assessment

An assessment of the challenge posed to Council implementing the action/s contained in this report, in the current environment with available resources: Low

Budget and Financial Implications

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

Recommendation

That Council:

1. Endorse the placement of the draft 2022/23 Operational Plan, appended at *Attachment 1*, on public exhibition for the statutory 28-day period and receive submissions from 17 May 2022 to 14 June 2022.
2. Receive a further report regarding the adoption of the draft 2022/23 Operational Plan, including any submissions received, following conclusion of the public exhibition period.

Report

Following a comprehensive community engagement process undertaken in 2021, Council Officers developed a draft Community Strategic Plan identifying the main priorities and aspirations of the Parkes Shire community, structured around the four Quadruple Bottom Line themes of Community, Economy, Environment and Civic Leadership.

At its Ordinary Meeting held Tuesday, 15 March 2022, Council resolved to place the draft Community Strategic Plan on public exhibition, with submissions closing on Friday, 22 April 2022 **[res. 22-084]**.

The draft Operational Plan details the services, projects, programs and events that Council is proposing to undertake in the forthcoming 2022/23 year, in order to deliver the various activities contained in Council's draft Delivery Program, which is currently on publicly exhibition. As with the draft Delivery Program, the draft Operational Plan has been structured into the following 11 functions:

1. Commercial Enterprise
2. Council and Corporate
3. Economy and Engagement
4. Emergency Services
5. Library, Culture and Social Justice
6. Open Space and Recreation
7. Planning, Certification and Compliance
8. Sewerage
9. Transport and Drainage
10. Water Supply
11. Waste Management

The draft Operational Plan incorporates Council's proposed Budget and Revenue Policy for 2022/23, which outline Council's expected income and expenditure for the 2022/23 financial year, including Council's proposed Schedule of Fees and Charges. In 2022/23, Council is proposing to deliver a Budget totalling \$53.08 million, investing \$84.44 million in capital works and returning a net operating result of \$3.48 million from its continuing operations.

Revenue

At its Ordinary Meeting held 19 April 2022, Council resolved to make application to the Independent Pricing and Regulatory Tribunal ("IPART") for a one-off permanent Additional Special Variation ("ASV") of 2.5 per cent, including the rate peg of 0.7 per cent **[res. 22-119]**. Council Officers subsequently completed and lodged the ASV application on 27 April 2022. As at the time of the draft Operational Plan being placed on public exhibition, IPART had not determined Council's ASV application.

In line with Council's ASV application, rating revenue has been projected to increase by 2.5 per cent, with a projected total rates revenue of \$15.12 million.

Generally, user charges and fees have been set to increase by 2.5 per cent, although there are exceptions where individual fees have been assessed and will increase at a different rate. It is noted that some fees are prescribed by the NSW Government, with Council having no discretion in the determination of those fees.

Interest on overdue rates, charges and deferred debts is budgeted at \$15,000, while interest on investment revenue is budgeted at \$0.52 million.

An optimistic approach has been taken with budgeting for grants and contributions revenue. The Financial Assistance Grant, provided by the Federal Government, is budgeted at the same level as the current 2021/22 financial year and using the assumption that a 75 per cent advance payment will be received.

Costs

In 2022/23, employee-related costs, including salaries, entitlements, insurances, taxes, travel and training costs, are projected to increase by 2.5 per cent equating to \$21.5 million, of which it is expected that \$3.37 million will be capitalised

On 20 April 2022, the Local Government Remuneration Tribunal ("LGRT") issued its Annual Determination effective from 01 July 2022. The LGRT has determined a 2.0 per cent increase in the minimum and maximum fees to be paid to Mayors and Councillors. As such, Council's draft Budget incorporates a 2.0 per cent increase to the annual fee paid to Councillors in 2022/23. Consistent with recent amendments to the Act; at its Ordinary Meeting held 15 March 2022, Council resolved to make superannuation contribution payments for its Councillors, effective 01 July 2022 [**res. 22-083**]. This has been incorporated into Council's draft Budget.

Under section 356 of the Act, Council can provide financial assistance to others, including charitable, community and sporting organisations and private individuals. In 2021/22, Council is proposing to provide \$19,000 in financial assistance, including grants, sponsorships, fee waivers and in-kind support.

Council currently has a loan portfolio comprising nine loans, totalling \$18.2 million. Council is not proposing to enter into any new loans or borrowings in 2022/23.

It is estimated that Depreciation and Amortisation costs will increase by \$141,000 from the previous year. In contrast, it is estimated that borrowing costs will decrease by \$44,000 and Materials and Contracts by \$61,000.

Public Exhibition

The Guidelines require Council to publicly exhibit its draft Operational Plan for a minimum of 28 days. Given the public exhibition commences upon resolution of the Officer's Recommendation (17 May 2022), the statutory exhibition period would therefore conclude Tuesday, 14 June 2022.

Any submissions received during this period, as well as any amendments to the draft 2022/23 Operational Plan subsequently proposed, will be provided to Council for review and consideration at the June Ordinary Meeting.

Attachments

1. 2022/23 Operational Plan (Draft) - *Distributed under separate cover*

10.5. (DCCSE) Public Exhibition of draft Disability Inclusion Action Plan 2022-26

Prepared By:

Director Customer, Corporate Services and Economy

Executive Summary

Under the *Disability Inclusion Act 2014*, Parkes Shire Council ("Council") is required to develop a Disability Inclusion Action Plan every four years. This report recommends that Council resolve to publicly exhibit the draft Disability Inclusion Action Plan 2022-2026.

Background Information

In 2014, the NSW Government legislated the *Disability Inclusion Act 2014* requiring all public authorities, including local councils, to develop and implement four-year Disability Inclusion Action Plans by 01 July 2017.

In developing their Disability Inclusion Action Plan ("DIAP"), public authorities must consult with people with disability and ensure their plans clearly outline the measures they will put in place to support people with disability to better access support and services available in the community, and participate fully in community life.

All public authorities must provide a copy of their DIAP to the NSW Disability Council and report annually on the implementation, monitoring and evaluation of their DIAP to the NSW Department of Communities and Justice.

Council's current DIAP was adopted in 2017 and covered the four-year period from 2017 to 2021, inclusive.

Legislative or Policy Implications

[*Disability Inclusion Act 2014*, Section 12 - Requirement for Disability Inclusion Action Plans Integrated Planning and Reporting Guidelines for Local Government in NSW \(Office of Local Government, September 2021\)](#)

Project Delivery Implications

COUNCIL+ Council

Risk Assessment

An assessment of the challenge posed to Council implementing the action/s contained in this report, in the current environment with available resources: Low

Budget and Financial Implications

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

Recommendation

That Council:

1. Endorse the placement of the draft Disability Inclusion Action Plan 2022-2026, appended at *Attachment 1*, on public exhibition for the statutory 28-day period and receive submissions from 17 May 2022 to 14 June 2022.
2. Receive a further report at the 21 June Ordinary Meeting regarding the adoption of the draft Disability Inclusion Action Plan 2022-2026, including any submissions received, following conclusion of the public exhibition period.

Report

The draft Disability Inclusion Action Plan 2022-2026 ("the draft DIAP"), appended at *Attachment 1*, has been developed in line with the *Disability Inclusion Act 2014* and is underpinned by the principles which support the United Nations Convention on the Rights of Persons with Disabilities (2006).

The draft DIAP provides a public statement of Council's commitment to improving accessibility and inclusion in the Parkes Shire, and clearly outlines the strategies and actions which Council is proposing to undertake over the coming four-year period to achieve that goal.

All actions contained in the draft DIAP are aligned against the following four strategies:

1. Promote positive **attitudes and behaviours** towards people with disability
2. Improve access to **buildings, spaces, places and activities** for people with disability
3. Improve access to **meaningful employment** for people with disability
4. Improve access to **services, systems and processes** for people with disability

It is recommended that the draft DIAP be placed on public exhibition for a period of 28 days. Given the public exhibition period commences upon resolution of the Officer's Recommendation (17 June 2022), the statutory exhibition period would therefore conclude Tuesday, 14 June 2022.

Any submissions received during this period, as well as any amendments to the draft DIAP subsequently proposed, will be provided to Council for review and consideration at the June Ordinary Meeting.

Attachments

1. Disability Inclusion Action Plan 2022-2026 (Draft) - *Distributed under separate cover*

10.6. (DCCSE) Local Government Remuneration Tribunal Determination and Councillor Annual Fees 2022/23

Prepared By:

Director Customer, Corporate Services and Economy

Executive Summary

The Local Government Remuneration Tribunal has released its 2022 Annual Report and Determination, which outlines the fees payable to Councillors and Mayors in NSW for the 2022/23 financial year. This report recommends that Parkes Shire Council ("Council") receive and note the Tribunal's 2022 Annual Report and Determination, and resolve to fix the fees payable to the Councillors and Mayor as detailed in this report.

Background Information

The Local Government Remuneration Tribunal ("the Tribunal") is constituted under Chapter 9, Division 4 of the *Local Government Act 1993* ("the Act").

The Tribunal is charged with determining the categories of councils and Mayoral offices and placing each council and Mayoral office into one of those categories. Parkes Shire Council ("Council") is presently categorised as a Rural Council.

Section 248 of the Act provides that a council must pay each of its Councillors an annual fee, but if an annual fee is not fixed by the council, the appropriate minimum fee set by the Tribunal must be paid. Section 249 provides a similar provision in relation to the fixing and payment of annual fees to the Mayor.

Legislative or Policy Implications

[Local Government Act 1993, Section 248 - Fixing and Payment of Annual Fees for Councillors](#)

[Local Government Act 1993, Section 249 - Fixing and Payment of Annual Fees for the Mayor](#)

Project Delivery Implications

COUNCIL+ *Council*

Risk Assessment

An assessment of the challenge posed to Council implementing the action/s contained in this report, in the current environment with available resources: Low.

Budget and Financial Implications

Allocation for the annual fees for the Councillors and Mayor has been made in Council's draft 2022/23 Operational Plan and Budget, which has considered the Local Government Remuneration Tribunal's Annual Report and Determination and increased the applicable fees by 2.0 per cent.

Recommendation

That Council:

1. Receive and note the Local Government Remuneration Tribunal 2022 Annual Report and Determination, appended at *Attachment 1*.
2. Pursuant to section 248 of the *Local Government Act 1993*, fix and determine the annual fee payable to the Councillors of Parkes Shire Council for the 2022/2023 financial year effective from 01 July 2022, at the maximum allowable limit for a Rural Council.
3. Pursuant to section 249 of the *Local Government Act 1993*, fix and determine the annual fee payable to the Mayor of Parkes Shire Council for the 2022/2023 financial year effective from 01 July 2022, at the maximum allowable limit for a Rural Council.

Report

In October 2021, the Tribunal wrote to all councils as well as Local Government NSW ("LGNSW") to advise of the commencement of the 2022 review and invite submissions. This correspondence advised that the Tribunal completed an extensive review of categories in 2020 and as this is only required every three years, consideration would be next be given in 2023. Submissions received requesting to be moved into a different category as part of the 2021 review would only be considered were there was a strong, evidence-based case.

Eight submissions (including seven from individual councils and one from LGNSW) were received by the Tribunal. As part of its consultation program, the Tribunal also met with the President and Chief Executive of LGNSW.

On 20 April 2022, the Tribunal handed down its 2022 Annual Report and Determination, which is appended at *Attachment 1*. The Tribunal has determined that the minimum and maximum fees applicable to each category will increase by 2.0 per cent in the 2022/23 year. The annual fees to be paid to Councillors and Mayors of Rural Councils in 2022/23 are detailed on page 11 of the Annual Report and Determination.

Attachments

1. Local Government Remuneration Tribunal Annual Report and Determination (20 April 2022)

Attachment 1 - 2022 Annual Determination - LGRT (1)

Local Government Remuneration Tribunal

Annual Report and
Determination

*Annual report and determination under sections
239 and 241 of the Local Government Act 1993*

20 April
2022

[NSW Remuneration Tribunals website](https://www.lgtrb.nsw.gov.au/)

Local Government Remuneration Tribunal

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Local Government Remuneration Tribunal

Executive Summary

The *Local Government Act 1993* (LG Act) requires the Local Government Remuneration Tribunal ("the Tribunal") to report to the Minister for Local Government by 1 May each year on its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

Categories

The Tribunal found the allocation of councils into the current categories appropriate. Criteria for each category is published in Appendix 1. These categories have not changed further to the extensive review undertaken as part of the 2020 review.

Fees

The Tribunal determined a 2 per cent per annum increase in the minimum and maximum fees applicable to each category.

Local Government Remuneration Tribunal

Section 1 Introduction

1. Section 239 of the LG Act provides that the Tribunal determine the categories of councils and mayoral offices and to place each council and mayoral office into one of those categories.
2. Section 241 of the LG Act provides that the Tribunal determine the maximum and minimum amount of fees to be paid to mayors and councillors of councils, as well as chairpersons and members of county councils for each of the categories determined under section 239.
3. Section 242A(1) of the LG Act, requires the Tribunal to give effect to the same policies on increases in remuneration as those of the Industrial Relations Commission.
4. The Tribunal can also determine that a council can be placed in another existing or new category with a higher range of fees without breaching the Government's Wages Policy as per section 242A (3) of the LG Act.
5. The Tribunal's determinations take effect from 1 July each year.

Section 2 2021 Determination

6. The Tribunal received 18 submissions which included 9 requests for re-categorisation. At the time of making its determination, the Tribunal had available to it the Australian Bureau of Statistics 25 March 2020 population data for FY2018-19. The Tribunal noted the requirement of section 239 of the LG Act that it must determine categories for councils and mayoral offices at least once every 3 years. It noted that the Tribunal had conducted an extensive review in 2020 and decided that the categories would next be considered in 2023.
7. The Tribunal found that the current categories and allocation of councils to these categories remained appropriate. The Tribunal's finding had regard to the 2020 review, the current category model and criteria and the evidence put forward in the received submissions.
8. In regard to fees, the Tribunal determined a 2 per cent per annum increase in the minimum and maximum fees applicable to each category.

Section 3 2022 Review

Process

9. In 2020, the categories of general purpose councils were determined as follows:

Metropolitan	Non-Metropolitan
<ul style="list-style-type: none"> • Principal CBD • Major CBD • Metropolitan Large • Metropolitan Medium • Metropolitan Small 	<ul style="list-style-type: none"> • Major Regional City • Major Strategic Area • Regional Strategic Area • Regional Centre • Regional Rural

Local Government Remuneration Tribunal

	<ul style="list-style-type: none"> • Rural
--	---

10. The Tribunal wrote to all mayors or general managers and LGNSW on 14 October 2021 to advise of the commencement of the 2021 review and invited submissions regarding recategorisation, fees and other general matters. The Tribunal's correspondence advised that an extensive review of categories was undertaken in 2020 and, as this was only legislatively required every three years, consideration would be next be given in 2023. The correspondence further advised that submissions requesting to be moved into a different category as part of the 2022 review would require a strong case supported by evidence that substantiates that the criteria for the requested category is met.
11. Seven submissions were received from individual councils and one submission was received from LGNSW. The Tribunal noted that several of the submissions had not been endorsed by their respective councils. The Tribunal also met with the President, Chief Executive and Senior Manager of LGNSW.
12. The Tribunal discussed the submissions at length with the Assessors.
13. The Tribunal acknowledged previous and ongoing difficulties imposed by COVID19 and natural disasters on councils.
14. The Tribunal also acknowledged submissions from councils in regional and remote locations that raised unique challenges, such as travel and connectivity, experienced by mayors and councillors in those areas.
15. A summary of the matters raised in the received submissions and the Tribunal's consideration of those matters is outlined below.

Categorisation

16. Five council submissions requested recategorisation. Three of these requests sought the creation new categories.

Metropolitan Large Councils

17. Penrith City Council acknowledged that categories were not being reviewed until 2023. However, the Council reiterated their previous year's position and contended that their claim for the creation of a new category of "Metropolitan Large – Growth Centre" continues to be enhanced through their leading role in the Western Sydney City Deal. Council's submission further stated that the participation in the Deal demonstrated the exponential growth that will occur in the Penrith Local Government Area.
18. Blacktown City Council requested the creation of a new category "Metropolitan Large – Growth Area". Council stated that the current criteria for "Metropolitan Large" does not reflect the Council's size, rate of growth and economic influence.

Council based its argument for a new category on the following grounds:

- Significant population growth. Current estimated population of 403,000 with an expected population of 640,000 in 2041.
- Blacktown being critical to the success of the Greater Sydney Region Plan while also being part of the fastest growing district for the next 20 years.
- 4th largest economy in NSW – as of 30 June 2020, Gross Regional Product (GRP) was \$21.98 billion, comparatively City of Parramatta was \$31.36 billion.
- Undertaking of several transformational projects to increase economy and services. Examples include the redesign of Riverstone Town Centre, Australian Catholic University establishment of an interim campus for up to 700 undergrads

Local Government Remuneration Tribunal

with a permanent campus to open by 2024, the \$1 billion Blacktown Brain and Spinal Institute proposal and Blacktown International Sports Park Masterplan to provide a first-class multi-sport venue.

- Expansion in provision of services such as childcare, aquatic and leisure centres.
- Diversity of population.

Non-Metropolitan Major Regional City Councils

19. Newcastle Council requested clarification regarding City of Newcastle's status as either Metropolitan or Regional, noting that while City of Newcastle is classified as a "Major Regional City", the Newcastle Local Government Area is often exempt from both regional and metropolitan grant funding due to inconsistencies in classification. Council sought review on the following grounds:

- Size of council area 187km² (in comparison of Parramatta Council 84km²).
- Physical terrain.
- Population and distribution of population.
- Nature and volume of business dealt with by Council.
- Nature and extent of development of City of Newcastle.
- Diversity of communities served.
- Regional, national and international significance of City of Newcastle.
- Transport hubs.
- Regional services including health, education, smart city services and public administration.
- Cultural and sporting facilities.
- Matters that the Tribunal consider relevant

Regional Centre

20. Tweed Shire Council requested to be reclassified as a "Regional Strategic Area" on the following grounds:

- Proximity to the Gold Coast City and Brisbane.
- Proximity to Sydney via the Gold Coast airport.
- Tweed being the major population and city centre for the Northern Rivers Joint Organisation.
- Tweed being the largest employer and strongest growth area in the Northern Rivers.

Non-Metropolitan Rural Councils

21. Murrumbidgee Council requested recategorisation to "Regional Rural" as they are a product of the merger of the former Jerilderie Shire Council and the former Murrumbidgee Shire Council. Council also suggested that the criteria for "Regional Rural" is amended to:

- Councils categorised as Regional Rural will typically have a minimum residential population of 20,000 or can demonstrate one of the following features...."
 - the product of the 2016 amalgamation where two or more Rural classified Local Governments Areas merged.

Findings - categorisation

22. The Tribunal assessed each Council's submission and found that the current categories and allocation of councils to these categories remained appropriate. The Tribunal's findings had regard to the 2020 review, the current category model and

Local Government Remuneration Tribunal

criteria and the evidence put forward in the received submissions.

23. Having regard to the requirements of sections 239 and 240 of the LG Act, the Tribunal did not find that any council's submission was strong enough for a change in category or for the creation of a new category.
24. The Tribunal did note, however, that some councils may have a better case for recategorisation at the next major review of categories in 2023.
25. The Tribunal was of the view that the 2023 determination and review of categories as required by s239 (1) of the LG Act will see more requests from councils for recategorisation and possible determination of new categories. The Tribunal and Assessors may benefit from visits to meet regional organisations of councils and direct opportunities for input from Mayors and general managers in this regard.

Fees

26. In determining the maximum and minimum fees payable in each of the categories, the Tribunal is required by section 242A of the LG Act, to give effect to the same policies on increases in remuneration as those that the Industrial Relations Commission is required to give effect to under section 146C of the *Industrial Relations Act 1996* (IR Act), when making or varying awards or orders relating to the conditions of employment of public sector employees.
27. Pursuant to section 146C(1)(a) of the IR Act, the current government policy on wages is expressed in the Industrial Relations (Public Sector Conditions of Employment) Regulation 2014 (IR Reg.). The IR Reg. provides that public sector wages cannot increase by more than 2.5 per cent per annum. The Tribunal therefore has the discretion to determine an increase of up to 2.5 per cent per annum.
28. Submissions that addressed fees sought an increase of a maximum of 2.5 per cent per annum or greater. These submissions raised issues such as comparative remuneration, cost of living and increasing workloads. One submission also suggested that higher fees are required to attract a higher standard of candidates to council roles.
29. The LGNSW submission contained 3 parts. The first part of the submission supported an increase of 2.5 per cent per annum in remuneration, but further argued that the maximum increase is inadequate and does not address the historical undervaluation of work performed by mayors and councillors, and the substantial expansion of their responsibilities and accountability in recently years. LGNSW used the following economic indexes and wage data in support of their argument:
 - Consumer price index (CPI)
 - National and state wages cases
 - Wage increases under the *Local Government (State) Award 2020*.
30. The second part of LGNSW's submission addressed inequity and impacts of low remuneration. It was supported by the research paper "Councillor perspectives on the (in)adequacy of remuneration in NSW local government: Impacts on well-being, diversity and quality of representation" (the "ANU Paper"), written by Associate Professor Jakimow of the Australian National University. A key finding of the ANU Paper was that "current remuneration levels are perceived as inadequately reflecting the extent and nature of council work." The finding was derived from the undertaking of

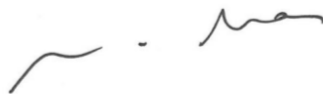
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a survey of councillors and mayors. The paper suggests that there is a disconnect between workload and remuneration and this was identified as the most frequent argument for increasing the current rate.

31. The third and final part of LGNSW's submission compared the minimum and maximum rates of NSW mayor and councillor remuneration to the remuneration of directors and chairpersons of comparable government bodies and not-for-profits, mayors and councillors in Queensland and members of the NSW Parliament. The submission contended that NSW mayor and councillor remuneration is below that of their counterparts.
32. Following the most recent review by the Independent Pricing and Regulatory Tribunal (IPART) the amount that councils will be able to increase the revenue they can collect from rates will depend on their level of population growth. IPART has set a 2022-23 rate peg for each council, ranging from 0.7 to 5.0 per cent. IPART's rate peg takes into account the annual change in the Local Government Cost Index, which measures the average costs faced by NSW councils, in addition to a population factor based on each council's population growth.
33. Employees under the *Local Government (State) Award 2020* will receive a 2 per cent per annum increase in rates of pay from the first full pay period to commence on or after 1 July 2022.
34. The Tribunal has determined a 2 per cent per annum increase in the minimum and maximum fees applicable to each category.

Conclusion

35. The Tribunal's determinations have been made with the assistance of Assessors Ms Kylie Yates and Ms Melanie Hawyes.
36. It is the expectation of the Tribunal that in the future all submissions have council endorsement.
37. Determination 1 outlines the allocation of councils into each of the categories as per section 239 of the LG Act.
38. Determination 2 outlines the maximum and minimum fees paid to councillors and mayors and members and chairpersons of county councils as per section 241 of the LG Act.



Viv May PSM

Local Government Remuneration Tribunal

Dated: 20 April 2022

Local Government Remuneration Tribunal

Section 4 2021 Determinations

Determination No. 1 - Allocation of councils into each of the categories as per section 239 of the LG Act effective from 1 July 2021

Table 1: General Purpose Councils - Metropolitan

Principal CBD (1)	Major CBD (1)
Sydney	Parramatta
Metropolitan Large (12)	Metropolitan Medium (8)
Bayside	Campbelltown
Blacktown	Camden
Canterbury-Bankstown	Georges River
Cumberland	Hornsby
Fairfield	Ku-ring-gai
Inner West	North Sydney
Liverpool	Randwick
Northern Beaches	Willoughby
Penrith	
Ryde	
Sutherland	
The Hills	
Metropolitan Small (8)	
Burwood	
Canada Bay	
Hunters Hill	
Lane Cove	
Mosman	
Strathfield	
Waverley	
Woollahra	

Local Government Remuneration Tribunal

Table 2: General Purpose Councils - Non-Metropolitan

Major Regional City (2)	Major Strategic Area (1)	Regional Strategic Area (1)
Newcastle	Central Coast	Lake Macquarie
Wollongong		

Regional Centre (24)		Regional Rural (13)	
Albury	Mid-Coast	Bega	
Armidale	Orange	Broken Hill	
Ballina	Port Macquarie-Hastings	Byron	
Bathurst	Port Stephens	Eurobodalla	
Blue Mountains	Queanbeyan-Palerang	Goulburn Mulwaree	
Cessnock	Shellharbour	Griffith	
Clarence Valley	Shoalhaven	Kempsey	
Coffs Harbour	Tamworth	Kiama	
Dubbo	Tweed	Lithgow	
Hawkesbury	Wagga Wagga	Mid-Western	
Lismore	Wingecarribee	Richmond Valley Council	
Maitland	Wollondilly	Singleton	
		Snowy Monaro	

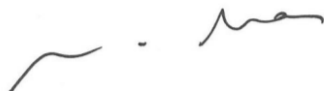
Rural (57)			
Balranald	Cootamundra-Gundagai	Junee	Oberon
Bellingen	Cowra	Kyogle	Parkes
Berrigan	Dungog	Lachlan	Snowy Valleys
Bland	Edward River	Leeton	Temora
Blayney	Federation	Liverpool Plains	Tenterfield
Bogan	Forbes	Lockhart	Upper Hunter
Bourke	Gilgandra	Moree Plains	Upper Lachlan
Brewarrina	Glen Innes Severn	Murray River	Uralla
Cabonne	Greater Hume	Murrumbidgee	Walcha
Carrathool	Gunnedah	Muswellbrook	Walgett
Central Darling	Gwydir	Nambucca	Warren
Cobar	Hay	Narrabri	Warrumbungle
Coolamon	Hilltops	Narrandera	Weddin
Coonamble	Inverell	Narromine	Wentworth

Local Government Remuneration Tribunal

Rural (57)	
	Yass

Table 3: County Councils

Water (4)	Other (6)
Central Tablelands	Castlereagh-Macquarie
Goldenfields Water	Central Murray
Riverina Water	Hawkesbury River
Rous	New England Tablelands
	Upper Hunter
	Upper Macquarie



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Local Government Remuneration Tribunal

Dated: 20 April 2022

Local Government Remuneration Tribunal

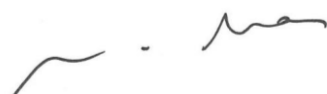
Determination No. 2 - Fees for Councillors and Mayors as per section 241 of the LG Act effective from 1 July 2022

The annual fees to be paid in each of the categories to Councillors, Mayors, Members and Chairpersons of County Councils effective on and from 1 July 2022 as per section 241 of the *Local Government Act 1993* are determined as follows:

Table 4: Fees for General Purpose and County Councils

Category		Councillor/Member Annual Fee (\$) effective 1 July 2022		Mayor/Chairperson Additional Fee* (\$) effective 1 July 2022	
		Minimum	Maximum	Minimum	Maximum
General Purpose Councils - Metropolitan	Principal CBD	28,750	42,170	175,930	231,500
	Major CBD	19,180	35,520	40,740	114,770
	Metropolitan Large	19,180	31,640	40,740	92,180
	Metropolitan Medium	14,380	26,840	30,550	71,300
	Metropolitan Small	9,560	21,100	20,370	46,010
General Purpose Councils - Non-Metropolitan	Major Regional City	19,180	33,330	40,740	103,840
	Major Strategic Area	19,180	33,330	40,740	103,840
	Regional Strategic Area	19,180	31,640	40,740	92,180
	Regional Centre	14,380	25,310	29,920	62,510
	Regional Rural	9,560	21,100	20,370	46,040
	Rural	9,560	12,650	10,180	27,600
County Councils	Water	1,900	10,550	4,080	17,330
	Other	1,900	6,300	4,080	11,510

*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).



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Local Government Remuneration Tribunal

Dated: 20 April 2021

Local Government Remuneration Tribunal

Appendices

Appendix 1 Criteria that apply to categories

Principal CBD

The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.

The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of metropolitan Sydney's hotels.

The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.

Major CBD

The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.

As a secondary CBD to metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety have been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.

The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.

The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.

Local Government Remuneration Tribunal**Metropolitan Large**

Councils categorised as Metropolitan Large will typically have a minimum residential population of 200,000.

Councils may also be categorised as Metropolitan Large if their residential population combined with their non-resident working population exceeds 200,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- total operating revenue exceeding \$200M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Large will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

Metropolitan Medium

Councils categorised as Metropolitan Medium will typically have a minimum residential population of 100,000.

Councils may also be categorised as Metropolitan Medium if their residential population combined with their non-resident working population exceeds 100,000. To satisfy this criteria the non-resident working population must exceed 50,000

Other features may include:

- total operating revenue exceeding \$100M per annum
- services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- industrial, commercial and residential centres and development corridors
- high population growth.

The sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Large councils.

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Metropolitan Small

Councils categorised as Metropolitan Small will typically have a residential population less than 100,000.

Other features which distinguish them from other metropolitan councils include:

- total operating revenue less than \$150M per annum.

While these councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium councils the overall sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Medium councils.

Major Regional City

Newcastle City Council and Wollongong City Councils are categorised as Major Regional City. These councils:

- are metropolitan in nature with major residential, commercial and industrial areas
- typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development
- provide a full range of higher order services and activities along with arts, culture, recreation, sporting and entertainment facilities to service the wider community and broader region
- have significant transport and freight infrastructure servicing international markets, the capital city and regional areas
- have significant natural and man-made assets to support diverse economic activity, trade and future investment
- typically contain ventures which have a broader State and national focus which impact upon the operations of the council.

Major Strategic Area

Councils categorised as Major Strategic Area will have a minimum population of 300,000.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Currently, only Central Coast Council meets the criteria to be categorised as a Major Strategic Area. Its population, predicted population growth, and scale of the Council's operations warrant that it be differentiated from other non-metropolitan councils. Central Coast Council is also a

Local Government Remuneration Tribunal

significant contributor to the regional economy associated with proximity to and connections with Sydney and the Hunter Region.

Regional Strategic Area

Councils categorised as Regional Strategic Area are differentiated from councils in the Regional Centre category on the basis of their significant population and will typically have a residential population above 200,000.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Currently, only Lake Macquarie Council meets the criteria to be categorised as a Regional Strategic Area. Its population and overall scale of council operations will be greater than Regional Centre councils.

Regional Centre

Councils categorised as Regional Centre will typically have a minimum residential population of 40,000.

Other features may include:

- a large city or town providing a significant proportion of the region's housing and employment
- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$100M per annum
- the highest rates of population growth in regional NSW
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.

Local Government Remuneration Tribunal**Regional Rural**

Councils categorised as Regional Rural will typically have a minimum residential population of 20,000.

Other features may include:

- a large urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages
- health services, tertiary education services and regional airports which service a regional community
- a broad range of industries including agricultural, educational, health, professional, government and retail services
- large visitor numbers to established tourism ventures and events.

Councils in the category of Regional Rural provide a degree of regional servicing below that of a Regional Centre.

Rural

Councils categorised as Rural will typically have a residential population less than 20,000.

Other features may include:

- one or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre
- a limited range of services, facilities and employment opportunities compared to Regional Rural councils
- local economies based on agricultural/resource industries.

County Councils - Water

County councils that provide water and/or sewerage functions with a joint approach in planning and installing large water reticulation and sewerage systems.

County Councils - Other

County councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the *Biosecurity Act 2015*.

10.7. (DCCSE) Reconnecting Regional NSW Community Grants Program

Prepared By:

Director Customer, Corporate Services and Economy

Executive Summary

The NSW Government has recently allocated \$25 million through the Reconnecting Regional NSW Community Events Program, which aims to support regional councils in promoting economic and social recovery in their communities following the easing of COVID-19 restrictions. Through this program, Parkes Shire Council ("Council") has received a dedicated allocation of \$239,651 to fund COVID-safe community events and festivals in the Parkes Shire local government area. This report advises Council of the eligibility criteria for event funding and the community consultation process currently underway to identify suitable events for funding.

Background Information

In October 2021, the NSW Government announced a \$200 million Regional Recovery Package for regional NSW aimed at creating new jobs and supporting events, shows and festivals to boost tourism and help young people reclaim the best years of their lives. The Regional Recovery Package includes a \$50 million Regional Events Package and \$30 million Regional Job Creation Fund, as well as an allocation of \$40 million for priority infrastructure projects across rural and regional NSW.

The NSW Government has allocated \$25 million from the Regional Recovery Package to the Reconnecting Regional NSW Community Events Program. The program has been designed to support regional communities to reconnect by helping eligible applicants deliver community events and facilitate economic recovery by supporting local businesses in the events, hospitality and accommodation sectors.

Legislative or Policy Implications

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

Project Delivery Implications

COMMUNITY+ *Culture*

Risk Assessment

An assessment of the challenge posed to Council implementing the action/s contained in this report, in the current environment with available resources: Low.

Budget and Financial Implications

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

Recommendation

That Council:

1. Receive and note the correspondence from the Deputy Premier and Minister for Regional New South Wales, the Hon. Paul Toole MP, appended at *Attachment 1*, advising of Parkes Shire Council's allocation under the Reconnecting Regional NSW Community Events Program.
2. Receive a further report at the 21 June Ordinary Meeting following conclusion of the community consultation process, for the purpose of determining the allocation of the available funding.
3. Acknowledge the benefit of this funding and convey its appreciation by way of return correspondence to the Deputy Premier and Minister for Regional New South Wales, the Hon. Paul Toole MP.

Report

<https://yoursay.parkes.nsw.gov.au/event-funding-opportunity-through-nsw-government> On 08 April 2022, Council received correspondence from the Deputy Premier and Minister for Regional New South Wales, the Hon. Paul Toole MP, advising of a funding allocation of \$239,651 under the Reconnecting Regional NSW Community Events Program (refer *Attachment 1*).

Further information on the Community Events Program is available in the Program Guidelines, appended at *Attachment 2*.

Consistent with NSW Government guidance, Council Officers have instigated a community consultation process to assist in identifying suitable events for funding. Local event organisers, including community groups, business and industry groups, and sporting clubs and associations, are invited to submit an Expression of Interest via Council's *Your Say Parkes* platform, available at www.yoursay.parkes.nsw.gov.au.

Events must:

- Be open to all members of the public;
- Free to attend or a very small fee to cover any extra costs;
- Have a primary purpose of reconnecting communities and improving social cohesion of the local community; and
- Be held before 31 March 2023.

Activities eligible for funding including existing or new:

- Community markets and bazaars;
- Festivals and fairs;
- Sporting events;
- Food and leisure events;
- Community classes and workshops;
- Agricultural field days (run by community organisations);
- Regional racing carnivals run by community organisations;
- Touring events and theatre programs; and
- Community public holiday celebrations (e.g. Australia Day or Anzac Day).

Expressions of Interest close on Wednesday, 25 May 2022, after which Council Officers will compile all Expressions of Interest received and provide these to Councillors for consideration. A further report will be brought to the next Ordinary Meeting, scheduled to be held 21 June 2022, for determination.

Council must submit its completed funding application to the Department of Regional NSW by 24 June 2022. All events to be funded

Attachments

1. Correspondence from the Hon. Paul Toole MP - Reconnecting Regional NSW Community Events Program Funding Allocation (08 April 2022)

Attachment 1 - Community Events Program - Allocation Letter - Parkes Shire Council



The Hon. Paul Toole MP
Deputy Premier
Minister for Regional New South Wales
Minister for Police

OFFICIAL

ref: RVF21/4357

Clr Ken Keith
Mayor
Parkes Shire Council
PO Box 337
PARKES NSW 2870
CC: Mr Kent Boyd PSM, General Manager
E: council@parkes.nsw.gov.au

Dear Councillor Keith

Reconnecting Regional NSW – Community Events Program

The NSW Government recently unveiled a \$200 million Regional Recovery Package that will create new jobs and support community events, shows and festivals to boost tourism across the state.

As part of this package, I am pleased to announce the NSW Government's Reconnecting Regional NSW – Community Events Program. This \$25 million commitment will promote economic and social recovery across all regional NSW local government areas.

This will be achieved by supporting regional NSW councils, the Lord Howe Island Board and Regional Development Far West to deliver COVID-Safe community events and festivals that are open for the entire community to attend, providing immediate positive outcomes for regional communities.

A dedicated allocation of **\$239,651** is available to the Parkes Shire Council to apply for funding towards these events. We encourage you to engage with the local community and employ local external event coordinators and businesses to support local recovery.

How to apply

- Applications for Reconnecting Regional NSW – Community Events Program grants will open 7 April 2022 and will close on the 24 June 2022.
- Events must be held by 31 March 2023.
- Please visit <https://rgf.smartygrants.com.au/CEP> to make an application.
- Once your completed application is submitted, assessment and approval will be within 20 business days. A funding deed will be issued shortly after, followed by an 80% upfront payment. The remaining 20% will be paid upon completion of the project and acceptance of your submitted completion report.

Assistance to prepare applications

You are encouraged to work with your local Department of Regional NSW representative Alvaro Marques on your application. Mr Marques can be contacted on alvaro.marques@regional.nsw.gov.au or 0428 856 891.

For any further information on the program please visit www.nsw.gov.au/CommunityEvents.

Thank you for your ongoing collaboration and I look forward to seeing your community's events go live.

Yours sincerely



The Hon. Paul Toole MP
Deputy Premier
Minister for Regional New South Wales
Minister for Police

OFFICIAL

GPO Box 5341 Sydney NSW 2001 ▪ P: (02) 8574 7000 ▪ W: nsw.gov.au/deputypremier

Attachment 2 - Reconnecting Regional NSW - Community Events Program Guidelines (A)

Department of Regional NSW

nsw.gov.au/CommunityEvents

Reconnecting Regional NSW Community Events Program

Program Guidelines





Images supplied by Destination NSW.
Cover image: Flavours of Mudgee, Mudgee

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Message from the Deputy Premier



I am proud to see that Regional NSW is stronger than ever after facing many unpredictable challenges over the past few years. Our regions have endured drought, bushfires, floods and the COVID-19 pandemic, but we know they will come out the other side stronger and more resilient.

The NSW Government is committed to ensuring the recovery of Regional NSW remains on track. That is why, as part of the \$200 million Regional Recovery Package, \$25 million has been allocated to the Reconnecting Regional NSW – Community Events Program.

Regional NSW boasts a diverse range of events throughout the year, from markets to live music gigs, food festivals and field days. These events provide an important economic boost for local economies and an opportunity for communities to reconnect.

The Community Events Program will support local councils to deliver events, boost tourism and create jobs in the process. These events bring regional communities and families together and make a real difference for the regions.

I look forward to seeing regional communities celebrating and enjoying a wide range of events that reflect the charm and vibrancy of regional NSW.

The Hon. Paul Toole, MP
Deputy Premier
Minister for Regional NSW
Minister for Police

Reconnecting Regional NSW

Program Guidelines

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Program overview

The NSW Government announced the \$200 million recovery package for regional NSW that will create new jobs and support community events, shows and festivals to boost tourism and help young people reclaim the best years of their lives.

This package includes the \$25 million Reconnecting Regional NSW – Community Events Program. This Program will promote economic and social recovery across all 93 regional NSW Local Government Areas (LGAs), Lord Howe Island and the Unincorporated Far West. The program will assist communities and businesses to recover from the impacts of COVID-19 restrictions and border closures, and cumulative natural disasters.

The program will:

1. facilitate economic recovery in regional NSW by stimulating activity in the events, hospitality, and accommodation sectors, all of which have been heavily impacted by COVID-19 restrictions, providing opportunities for an immediate revenue boost
2. reconnect communities by facilitating the delivery of events that promote greater social cohesion, bringing people together to create improved social outcomes.

This will be achieved by supporting regional NSW councils, the Lord Howe Island Board and Regional Development Australia Far West to deliver community events and festivals that are open for the entire community to attend, providing immediate, positive economic and social outcomes for regional communities.

The Reconnecting Regional NSW – Community Events Program is administered by the Department of Regional NSW.

Community Events Program



Reconnecting Regional NSW

Program Guidelines

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Program objectives

The Reconnecting Regional NSW – Community Events Program will promote the social and economic recovery of regional communities, by renewing social connections and providing a revenue boost to local businesses, following the extended COVID-19 restrictions across regional NSW and impacts of border closures.

Key dates

Applications open:

Thursday 7 April 2022

Applications close:

5pm AEST on Friday 24 June 2022

Assessment:

Assessment/approval will be within 20 working days of the application being submitted.

Funding agreements contracted:

Contracting will commence and payment released following project approval.

Projects completed:

By Friday 31 March 2023

Program evaluation:

To commence in April 2023

In extenuating circumstances, late applications may be accepted at the sole discretion of the Department of Regional NSW.

Community Events Program



Griffith Spring Fest, Griffith

Program funding

A total of \$25 million is available under the Reconnecting Regional NSW – Community Events Program to be allocated to regional NSW LGAs, Lord Howe Island and Unincorporated Far West.

Each eligible applicant will be notified in writing of the funding available for their LGA.

Eligible applicants will receive an allocation based on their population. Eligible cross-border LGAs will receive an additional weighted allocation due to the impacts of COVID-19 border closures.

Funding is provided to eligible applicants to deliver eligible community events and festivals to be held by 31 March 2023.

Reconnecting Regional NSW

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Girrakool Blues Festival and BBQ, Kariong



Lost Lanes, Wagga Wagga

GRANT AMOUNTS

Eligible applicants will have the flexibility of allocating their funding to any number of events or festivals within their funding allocation. A single application is required to receive the grant amount.

Funding will be available from 7 April 2022 and be paid across two milestones. Assessment/approval will be within 20 working days of the completed application being submitted.

Contracting will commence following project approval. All required documentation needs to be complete and submitted before payment will be released. Completion reports will be required within 30 days of the final event being completed.

Costs will be eligible from the opening date of the fund. This will allow applicants to be able to appoint an event coordinator to start planning for their events.

Funding outlined in the funding agreement is exclusive of GST (where council is the applicant).

CO-CONTRIBUTIONS

Eligible applicants are strongly encouraged to make a financial co-contribution to their projects however this is not a mandatory eligibility requirement. Funding from this program cannot be used as co-contribution towards other grant funds already secured.

Project delivery or viability should not be dependent on co-contributions that have not been secured.

Community Events Program

Eligibility criteria

Projects submitted under the Reconnecting Regional NSW – Community Events Program will need to meet the program eligibility and assessment criteria to receive funding. All applications will be assessed for eligibility and against the assessment criteria. Only eligible applications will be considered for funding.

ELIGIBLE APPLICANTS

Eligible applicants must be local councils located in regional NSW, excluding Metropolitan Sydney, Newcastle, Wollongong, Blue Mountains and Wollondilly (see Appendix A). Lord Howe Island Board and Regional Development Australia Far West are eligible applicants. Joint Organisations of Council are not eligible to apply.

Eligible applicants are encouraged to work with local community and business groups to identify priority events. Eligible applicants are encouraged to consider project partnerships, however, only eligible applicants can submit applications.

PROJECT LOCATION

Projects must deliver all events within their eligible regional NSW LGA (see Appendix A).

Events held on the border of NSW and other states or territories must be physically located in regional NSW.

Events must have the landowner's consent if required.

ELIGIBLE PROJECTS

Grants will be provided to eligible councils, the Lord Howe Island Board or Regional Development Australia Far West to deliver eligible community events or festivals that will provide immediate positive economic and social benefits to regional NSW.

Events must:

- ✓ be open to all members of the public
- ✓ free to attend or a very small fee to cover any extra costs
- ✓ have a primary purpose of reconnecting communities and improving social cohesion of the local community
- ✓ be planned and delivered using the COVID-19 NSW Public Health Orders current at that time and have a COVID-19 Safety Plan in place for all events (the development of these plans is an eligible expense)
- ✓ be held before 31 March 2023.

All events are encouraged to be accessible and inclusive, aligning to the applicant's Disability Inclusion Action Plan and Community Strategic Plan.

Examples of eligible events

Each applicant can apply for any number of events within the one application. Activities eligible for funding through the Reconnecting Regional NSW – Community Events Program include existing or new:

- community markets and bazaars
- festivals and fairs
- sporting events
- food and leisure events
- recovery events
- community classes and workshops
- agricultural field days (run by community organisations)
- regional racing carnivals (e.g. horse or greyhound racing) run by community organisations
- touring events and theatre programs
- community public holiday celebrations (e.g. Australia Day or Anzac Day).

For existing events, applicants are encouraged to use this funding to make the events larger or more accessible.

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INELIGIBLE PROJECTS

Events must not:

- ✗ have a primary purpose of fundraising
- ✗ have a primary purpose of financial gain for an eligible applicant or a sole stakeholder (events may have commercial activities as a part of the program for example, stalls at a market, food trucks at a festival)
- ✗ promote or be for political purposes.

Examples of ineligible events

Ineligible events under the Reconnecting Regional NSW – Community Events Program include:

- events with the primary focus on fundraising and charity events
- running grant programs
- business events and conferences
- events where membership is required to attend (for example, club gatherings including RSLs, Rotary, pony and golf clubs)
- country and agriculture shows
- grassroots sporting games (for example, home/away games, local tournaments)
- events with religious or cultural ceremony or celebration as the principal focus (for example, Diwali, Easter, Eid or Christmas celebrations)
- events/festivals already funded by the NSW Government
- Australian or State/Territory government owned and/or operated events.

What are ineligible project costs?

Ineligible project costs include:

- costs related to buying or upgrading fixed infrastructure or equipment unless it is a small component of the event cost
- financing, including debt financing, or insurance
- rental/venue hire costs not directly associated with the proposed activities
- costs relating to depreciation of plant and equipment beyond the life of the project
- awards, gifts or prizes
- non-project related staff training and development costs
- marketing costs for the events exceeding \$10,000
- operational expenditure, including but not limited to regular repairs and maintenance, for both eligible applicant or any community organisations
- ongoing/recurring funding that is required beyond the stated timeframe of the project
- funding for ongoing staff or operational costs beyond the scope and timeframe of the funded project
- retrospective costs to cover any event or component that is already complete before the opening date of the program
- accommodation and transport costs related to event management fees.

Moree on a Plate Festival, Moree



Community Events Program

Assessment criteria

All applications will be required to meet the eligibility criteria and the following assessment criteria to receive funding, including:

1. Positive social outcomes in local community

Applications must demonstrate that the proposed activities will rebuild local community cohesion and deliver positive social outcomes.

2. Local business support

Applications must demonstrate how the proposed activities will support local business. Applicants are strongly encouraged to engage external event coordinators and local businesses to run and deliver the events.

Applications will be assessed as a 'Yes/No' against the assessment criteria.

Griffith Spring Fest, Griffith



How to apply

Eligible applicants can apply through SmartyGrants at <https://rgf.smartygrants.com.au/CEP>:

- only one application is allowed per eligible applicant. Applicants are to specify how their entire allocation will be spent in one application
- multiple events may be included in the one application
- applicants are asked to submit the online form as soon as possible
- applications close at 5pm, on Friday 24 June 2022
- costs will be eligible from the opening date of the program. This will allow applicants to be able to appoint an event coordinator to start planning their events
- funded events are to be completed by Friday 31 March 2023
- the application form is also the funding agreement.

What needs to be included in an application?

Information required in the application includes:

- basic organisation details including \$20 million Public Liability Insurance certificate for the event organiser
- proposed event(s) and project costs
- response to assessment criteria
- an invoice for 80 percent of the amount outlined in the funding allocation letter (excluding GST council applications).



Assessment process

Applications will be reviewed by Department staff to ensure:

- the applicant is an eligible entity
- all required documentation is complete and submitted
- proposed projects align with the program objectives and assessment criteria.

The Department of Regional NSW at its sole discretion, can take other factors into account that may make an application ineligible for funding such as any person or event activity that could cause reputational or other risk to the NSW Government.

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Moree on a Plate Festival, Moree



What happens if the application is successful?

Eligible applicants will need to enter into a simple legally binding funding agreement with the Department of Regional NSW to receive funding.

Important information applicants should note:

- there is no commitment to funding until both parties execute the funding agreement
- funding will be paid upon signing of a funding agreement by both parties
- costs will be eligible from the opening date of the program
- the applicant is responsible for any costs not met by the funding
- all funded events will acknowledge financial support for projects as per the NSW Government Funding Acknowledgement Guidelines available at nsw.gov.au/branding/sponsorship-and-funding-acknowledgment-guidelines/funding-acknowledgment-guidelines. Evidence of acknowledgement will be required in order for projects to be closed

- the applicant will comply with any requests from the Department for reporting on projects
- at the completion of the event(s), applicants will be asked to provide a summary of the activities that were funded, data relating to the outcomes achieved through the event(s), and evidence of expenditure and an invoice for the remainder of the grant, via the SmartyGrants portal within 30 days
- applicants will be required to participate in evaluation activities conducted by the Department and/or third-party evaluators contracted by the Department
- unspent funds will need to be repaid to the Department before the project can be closed.

Community Events Program



Reconnecting Regional NSW

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AVAILABLE SUPPORT

For help preparing applications, information and resources are available from nsw.gov.au/CommunityEvents.

Staff from the Department will be available to work with applicants to identify projects that will benefit the community. The Department can assist applicants to develop strong applications. **Please contact regionalnsw.business@regional.nsw.gov.au or call 1300 679 673 for a referral.**

COMPLAINTS

Any concerns about the program or individual applications should be submitted in writing to regionalnsw.business@regional.nsw.gov.au.

If applicants do not agree with the way the Department of Regional NSW handled the issue, they may wish to contact the NSW Ombudsman via ombo.nsw.gov.au.

ETHICAL CONDUCT

Applicants must not participate in any anti-competitive conduct. It is a condition of the grant program application process that no gifts, benefits or hospitality are to be given to any Department of Regional NSW employee at any time. Any inducement in contravention of this condition may result in an applicant's proposal not being considered.

CONFLICTS OF INTEREST

A conflict-of-interest declaration must be submitted with each proposal or included in the application form. Where a conflict of interest detrimental to the assessment process has been identified, mitigation measures must be put in place, or a program person may be asked not to participate in the grant application, assessment or delivery component of the process.

CONFIDENTIALITY

Any information identified by the applicant as being confidential and agreed to be deemed as commercial in confidence will only be shared within Department of Regional NSW government employees and contractors, the Minister's office, and appropriate bodies for the purposes of assessment and funding agreement management, review

Community Events Program

and endorsement or when responding to information requests required by law.

Upon entering into an agreement, details about the agreement may be made publicly available (subject to the redaction of information which Department of Regional NSW deems to be commercial in confidence).

The applicant agrees not to disclose any confidential information pertaining to the grant program application or funding agreement without prior written consent.

IMPORTANT TERMS AND CONDITIONS

Applicants should note:

- the NSW Government may choose to publicly announce funding for individual applications. It may also use information provided in the grant to develop case studies
- all awarded grants will be GST exclusive for councils. Grants are assessable income for taxation purposes, unless exempted by taxation law. It is recommended applicants seek independent professional advice about taxation obligations or seek assistance from the Australian Taxation Office. The NSW Government does not provide advice on individual taxation circumstances
- the Department of Regional NSW reserves the right to undertake an audit of grant funding within seven years.

GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT

Applicants should be aware that information submitted in applications and all related correspondence, attachments and other documents may be made publicly available under the Government Information (Public Access) Act 2009 (NSW). Information that is deemed to be commercially sensitive will be withheld.

The Government Information (Public Access) Act 2009 (NSW) makes government information accessible to the public by:

- requiring government agencies to make certain sorts of information freely available
- encouraging government agencies to release as much other information as possible
- giving the public an enforceable right to make access applications for government information
- restricting access to information only when there is an overriding public interest against disclosure.

Appendix A – Eligible Councils/entities

Albury City Council*	Goulburn Mulwaree Council*	Queanbeyan-Palerang Regional Council*
Armidale Regional Council	Greater Hume Shire Council*	Regional Development Australia Far West
Ballina Shire Council*	Griffith City Council	Richmond Valley Council*
Balranald Shire Council*	Gunnedah Shire Council	Shellharbour City Council
Bathurst Regional Council	Gwydir Shire Council*	Shoalhaven City Council
Bega Valley Shire Council*	Hay Shire Council	Singleton Council
Bellingen Shire Council	Hilltops Council	Snowy Monaro Regional Council*
Berrigan Shire Council*	Inverell Shire Council*	Snowy Valleys Council*
Bland Shire Council	Junee Shire Council	Tamworth Regional Council
Blayney Shire Council	Kempsey Shire Council	Temora Shire Council
Bogan Shire Council	Kiama Municipal Council	Tenterfield Shire Council*
Bourke Shire Council*	Kyogle Council*	Tweed Shire Council*
Brewarrina Shire Council*	Lachlan Shire Council	Upper Hunter Shire Council
Broken Hill City Council*	Lake Macquarie City Council	Upper Lachlan Shire Council
Byron Shire Council*	Leeton Shire Council	Uralla Shire Council
Cabonne Council	Lismore City Council*	Wagga Wagga City Council
Carrathool Shire Council	Lithgow Council, City of	Walcha Council
Central Coast Council	Liverpool Plains Shire Council	Walgett Shire Council*
Central Darling Shire Council	Lockhart Shire Council	Warren Shire Council
Cessnock City Council	Lord Howe Island Board	Warrumbungle Shire Council
Clarence Valley Council	Maitland City Council	Weddin Shire Council
Cobar Shire Council	Mid-Coast Council	Wentworth Shire Council*
Coffs Harbour City Council	Mid-Western Regional Council	Wingecarribee Shire Council
Coolamon Shire Council	Moree Plains Shire Council*	Yass Valley Council*
Coonamble Shire Council	Murray River Council*	
Cootamundra-Gundagai Regional Council	Murrumbidgee Council	
Cowra Shire Council	Muswellbrook Shire Council	
Dubbo Regional Council	Nambucca Valley Council	
Dungog Shire Council	Narrabri Shire Council	
Edward River Council*	Narrandera Shire Council	
Eurobodalla Shire Council	Narromine Shire Council	
Federation Council*	Oberon Council	
Forbes Shire Council	Orange City Council	
Gilgandra Shire Council	Parkes Shire Council	
Glen Innes Severn Council*	Port Macquarie-Hastings Council	
	Port Stephens Council	

*Cross-border communities are defined by the Office of the Cross-Border Commissioner.

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KISS Art Festivals, Kiama

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Community Events Program



Contact

P 1300 679 673

E regionalnsw.business@regional.nsw.gov.au

Disclaimer

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10.8. (DCCSE) Use of Peak Hill Town Improvement Funds for Carrington Building Heating

Prepared By:

Executive Manager Corporate Services

Executive Summary

This report recommends that Parkes Shire Council ("Council") approve a request from the Executive of Peak Hill Community Consultative Committee to use funds from the Peak Hill Town Improvement Fund to install heating and additional power points into the Carrington building in Caswell Street, Peak Hill.

Background Information

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

The original Carrington Hotel suffered extensive damage following a fire in 1997. After a concerted community effort, the owner eventually donated the building to Council for community purposes. Since then, the local community group the 'Friends of the Carrington' and Council has subsequently repaired and upgraded the building using volunteers, grants and Council funds. Stage 3 was recently completed with funding from the NSW Government's Stronger Country Communities ("SCCF"). This stage included the rehabilitation of the upstairs area and adjoining veranda to make it operational again for the hosting of events, meetings and community gatherings.

Recently, the Carrington was booked for the the local Art and Crafts show, which is to be held in June 2022, however the lack of heating and power points in the building is seen as a problem for the group and any others who wish to utilise the building during the winter months.

The following websites provide further background information on the Carrington Hotel:

- Peakhill.nsw.au [The Carrington Hotel 1894 \(peakhill.nsw.au\)](https://peakhill.nsw.au)
- Parkes Phoenix (7 May 2021): [Life Returns To Carrington Hotel - Parkes Phoenix](#)

Legislative or Policy Implications

Nil.

Project Delivery Implications

ACTIVITY+ *Passive Recreation*

COMMUNITY+ *Wellbeing*

COMMUNITY+ *Culture*

ECONOMY+ *Investment Attraction*

Risk Assessment

An assessment of the challenge posed to Council implementing the action/s contained in this report, in the current environment with available resources: Low.

Budget and Financial Implications

Council has allocated funds in its Operational Budget for expenditure on projects within the Parkes Shire local communities as recommended by their Community Consultative Committee. There is a current uncommitted balance of \$289,270 in the Peak Hill Town Improvement Fund.

Recommendation

That Council:

1. Approve the use of Peak Hill Town Improvement funds of \$13,720.40 plus GST for the supply and installation of heating, as well as additional power points, into the Carrington building in Peak Hill.

Report

The Peak Hill CCC has requested the use of funds from the Peak Hill Town Improvement Fund to supply and install heating and additional power points into the Carrington building in Caswell Street, Peak Hill.

Council's Facilities Manager has assisted with sourcing a quote of \$13,720.40 plus GST from a local electrical contractor. The Peak Hill CCC Executive considered this quote ahead of its next meeting of 23 May 2022, and subsequently have asked that the quote be accepted and that Council agree to utilise funds from the Peak Hill Town Improvement Fund for this purpose. These works are consistent with the upgrade plans for the building and are endorsed by Council's Facilities Manager.

Attachments

1. Correspondence from Peak Hill Community Consultative Committee (11 May 2022)

Attachment 1 - Request to complete Electrical Work at the Carrington using Peak Hill TI funds

Request to complete Electrical Work at the Carrington using Peak Hill TI funds

From: "Anthony McGrath" <Anthony.McGrath@parkes.nsw.gov.au>
Sent: Wed, 11 May 2022 09:14:33 +1000
To: "TechnologyOne Connect" <parkes@connect.t1cloud.com>
Subject: Request to complete Electrical Work at the Carrington using Peak Hill TI funds

Hi Sharon

After discussion with the our executive, CCC would like to pay for the electrical work at the Carrington to the value of \$15 029.44 and the money to come out of our TI funds. Please contact me if you need any further information.

Thank you.

Margaret Edwards
Secretary
Peak Hill CCC

10.9. (DCCSE) Request for Financial Assistance - Development Application, Construction and Inspection Fees for Bogan Gate Tennis Court and Recreation Ground Amenities Upgrade

Prepared By:

Executive Manager Corporate Services

Executive Summary

The Bogan Gate Recreation Ground and Tennis Courts Land Manager, the Bogan Gate Recreation Reserve Board, has requested Parkes Shire Council ("Council") make a donation equivalent to the fees associated with the development application, construction and inspection fees and plumbing and drainage (S68) fees for the proposed construction of new amenities at the Bogan Gate Tennis Courts and Bogan Gate Recreation Reserve. This report recommends that Council resolve to provide the requested assistance, estimated to total \$10,173.21, subject to the provisions of section 356 of the *Local Government Act 1993*.

Background Information

Council can only approve financial assistance (cash or in-kind) in accordance with section 356 of the *Local Government Act 1993* ("the Act"). Where the proposed financial assistance has not been included in Council's adopted Operational Plan for the year; the proposed financial assistance must be publicly exhibited prior to being provided. Council must consider any public submissions received, prior to providing the assistance requested.

Legislative or Policy Implications

[Local Government Act 1993, Section 356 - Can a Council Financially Assist Others?](https://www.parkes.nsw.gov.au/your-council/grants-funding/councils-grants-programs/community-financial-assistance-leasing-licencing/)
<https://www.parkes.nsw.gov.au/your-council/grants-funding/councils-grants-programs/community-financial-assistance-leasing-licencing/>
[Community Financial Assistance Policy](#)

Project Delivery Implications

ACTIVITY+ *Passive Recreation*

COMMUNITY+ *Wellbeing*

COMMUNITY+ *Culture*

ECONOMY+ *Investment Attraction*

Risk Assessment

An assessment of the challenge posed to Council implementing the action/s contained in this report, in the current environment with available resources: Moderate.

Budget and Financial Implications

The total of Council's DA, construction certificate fees, inspections fees and plumbing and drainage (\$68) fees is estimated to be \$7,182.45 for the Recreation Ground Amenities and \$2,990.76 for the Tennis Club Amenities. This total of \$10,173.21 (excluding GST) is over the annual budget allocation for the Community Financial Assistance Program. Other fees payable by the applicant will include the Long Service Levy and the Planning Portal Fee, which are outside Council's control. Other sources for funding the donation could be allocated from the Bogan Gate Town Improvement fund, which has a current balance of \$37,613.

Recommendation

That Council:

1. Receive and note the correspondence from the Bogan Gate Recreation Reserve Board and Bogan Gate Community Consultative Committee, appended at *Attachment 1* and *Attachment 2*, respectively.
2. Provide public notice of its intention to provide \$10,173.21 in financial assistance to the Bogan Gate Recreation Reserve Board, being an amount equivalent to the Development Application, construction and inspection fees of both the amenities buildings planned for the Bogan Gate Tennis Club and Bogan Gate Recreation Reserve.
3. Subject to no submissions being received, approve the provision of \$10,173.21 in financial assistance from the Bogan Gate Town Improvement Fund to the Bogan Gate Recreation Reserve Board.

Report

In 2021, the Bogan Gate Recreation Ground Board was appointed the Land Manager of the Bogan Gate Tennis Courts and Bogan Gate Recreation and Sports Ground, which are both located on Crown Land.

The Chair of the Board, Mr James Buchanan, has written to Council (refer *Attachment 1*) requesting that the Development Application, construction and inspection fees be donated to assist the Board in its attempts to revitalise these Bogan Gate facilities. Mr Buchanan writes "*the township does not have a suitable family friendly venue where the community*

can get together to participate in sport and recreation. Due to their state of dilapidation, Parkes Shire ordered the Reserve Board to demolish the toilet and change room amenities on both Reserves".

In order to apply for funding for their replacement, funding bodies require an approved development application to be in place before considering the awarding of any funding. The Reserve Board has worked with Council officers to prepare a development application, and requests that Council donate the development application, construction certificate, inspection and plumbing and drainage (S68) fees for the following applications:

1. PAN-222001 at OLIVE GROVE LANE BOGAN GATE 2876 (replacement of tennis court toilets)
2. PAN-222186 at BOGAN STREET BOGAN GATE 2876 (replacement of toilets/change rooms at Bogan Gate Sports Ground)

Unfortunately, the Reserve Board does not have the funds to meet these costs.

Mr Ron Umbers, Chair of the Bogan Gate Community Consultative Committee, has also written in to Council to endorse and support support the project (refer *Attachment 2*).

Attachments

1. Correspondence from the Bogan Gate Recreation Reserve Board (9 May 2022)
2. Correspondence from the Bogan Gate Community Consultative Committee (11 May 2022)

Attachment 1 - Bogan Gate Recreation Reserve - PSC - Request for DA and Construction fee waiver

Councillor Ken Keith OAM
Mayor
Parkes Shire Council
PO Box 337
PARKES NSW 2870

Dear Councillor Keith,

Request for fee waiver – Bogan Gate Recreation Reserve

As you are aware the Bogan Gate cricket team, the Rampant Rabbits, has reformed after 86 years. The effect of the reformation was twofold, it built a sense of kinship and connection between established and new community members and provided a much-needed welcome distraction from the harshness of drought and COVID.

The Rabbits success was instantaneous claiming the prestigious Grinsted Cup for the first time since the Rabbits first held the cup in 1936. In 2022, the Rabbits went one better and held off three challengers to hold the Cup over the winter.

Although the reformation of the cricket team was pronounced, the township does not have a suitable family friendly venue where the community can get together to participate in sport and recreation. Due to their state of dilapidation, Parkes Shire ordered the Reserve Board to demolish the toilet and change room amenities on both Reserves.

In order to apply for funding for their replacement, funding bodies require an approved development application in place before considering awarding any funding. The Reserve board has worked with Council officers to prepare a development application, and requests that Council waive the development application, construction certificate and plumbing and drainage (S68) fees for the following applications:

- PAN-222001 at OLIVE GROVE LANE BOGAN GATE 2876 (replacement of tennis court toilets)
- PAN-222186 at BOGAN STREET BOGAN GATE 2876 (replacement of toilets/change rooms at Bogan Gate Sportsground)

Unfortunately, the Reserve Board does not have the funds to meet these costs.

The Reserve Board would like to extend a debt of gratitude to Council officers, Annalise Cummings and Jessie Hodges, who provided significant support to the Reserve Board to prepare these applications.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "James Buchanan".

James Buchanan
Chair
Bogan Gate Recreation Reserve Board
9 May 2022

OFFICIAL

Attachment 2 - Bogan Gate CCC - PSC - Support letter - DA & fees waiver Tennis Club and Recreation Reserve Amenities.

Mr Ron Umbers
Chair
Bogan Gate Community Consultation Committee

Dear Sir/Madam

Bogan Gate Recreation Reserve Land Manager

I write in my capacity as Chair of the Bogan Gate Community Consultation Committee (the Committee) to express my wholehearted support to the Bogan Gate Recreation Reserve's request to waive the associated fees related to the development applications for the replacement of the Reserve amenity buildings.

The tennis court and sports ground projects will be of major benefit in creating a place for our community members and sporting teams to utilise for recreation and cultural events.

Yours sincerely,



Ron Umbers
0458 641 070

Bogan Gate CCC 26 Lachlan Street, Bogan Gate NSW, 2876

10.10. (DCCSE) Request for Financial Assistance - Inkredible 2022 Flash Day & Fundraiser

Prepared By:

Director Customer, Corporate Services and Economy

Executive Summary

Inkredible Experience Tattoo Gallery has requested financial assistance by way of provision of in-kind support for an upcoming not-for-profit mental health awareness fundraising event, to be held on Saturday, 22 May 2022. This report recommends that Council resolve to provide the requested assistance, estimated to total \$5,510.00, subject to the provisions of section 356 of the *Local Government Act 1993*.

Background Information

Council can only approve financial assistance (cash or in-kind) in accordance with section 356 of the *Local Government Act 1993* ("the Act"). Where the proposed financial assistance has not been included in Council's adopted Operational Plan for the year; the proposed financial assistance must be publicly exhibited prior to being provided. Council must consider any public submissions received, prior to providing the assistance requested.

Legislative or Policy Implications

[Local Government Act 1993, Section 356 - Can a Council Financially Assist Others?](#)

Budget and Financial Aspects

The cost of the financial assistance requested is estimated to total \$5,510.00. This sum has not been budgeted for, and if approved, would need to be allocated from Functions and Festivals Budget.

Recommendation

That Council:

1. Receive and note the correspondence from the Inkredible Experience Tattoo Gallery, appended at *Attachment 1*.
2. Provide public notice of its intention to provide \$5,510.00 in financial assistance by way of in-kind support, as detailed in this report, to the Inkredible Experience Tattoo Gallery, for its upcoming mental health awareness fundraiser.
3. Subject to no formal submissions being received, approve the provision of \$5,510.00 in financial assistance, by way of in-kind support, to the Inkredible Experience Tattoo Gallery, for its upcoming mental health awareness fundraiser.

Report

Inkredible Experience Tattoo Gallery is a local business operating in the Parkes Shire which is holding a non-profit fundraiser event for mental health awareness on Saturday, 22 May 2022. The event, which will run from 8.00am to 5.00pm, is aimed at increasing community awareness of mental health issues and created an enhanced understanding of the high prevalence of poor mental health in rural communities. The event will include live entertainment, food cans, retail stalls, and a motorcycle and car show.

The event application, along with required road closure in Clarinda Street between Dalton and Court Streets, was recently considered and approved by Council's Traffic Committee.

Inkredible Experience Tattoo Gallery has requested financial assistance from Council by means of in-kind support by covering the costs of Traffic Control (approximately \$5,000.00), and waiver/reimbursement of the portable stage hire fee (\$510.00).

Given the event is non-profit and appears to enjoy strong support from other businesses operating in the Parkes CBD (refer *Attachment 1*), it is recommended that the request be approved.

Consistent with the requirements of section 356 of the Act, Council must provide public notice of its intention to provide the assistance requested.

Attachments

1. Correspondence from Inkredible Experience Tattoo Gallery (28 April 2022)

Attachment 1 - Correspondence from Inkredible Experience Tattoo Gallery

2022 Flash Day & Fundraiser



To Whom It May Concern

We are holding a small community event on the 22nd of May 2022. It will be an event focussed on raising awareness is the community around Mental Helath and also falls in conjunction with our shops birthday. We will have a small car & bike show, live entertainment and are currently in the process of applying to close a section of Clarinda St to hold the event safely with out any traffic risks.

We would also like to apply to Parkes Shire Council for some financial support for this event, with the likes of the council stage hire and traffic control for the day etc. Our event is a non for profit event, as we will be donating a large part of our takings for the day to mental health organisations. Any help would be greatly appreciated.

We look forward to hearing from you soon.

Thank you

Jock
Inkredible Experience Tattoo Gallery

Inkredible Expience Tattoo Gallery

*Tattoo Flash Day**Raising Mental Health Awareness*

On the 22nd of May 2022, we at Inkredible Experice Tattoo Gallery are looking to hold a community even in Clarinda St, Parkes.

We are looking to hold a tattoo flash day which will be aimed at raising Mental Health Awareness in the community. We are looking to have a stage with live entertainment, food vans, small stalls and bike and car show in the closed section of Clarinda St.

We are asking for your business' support in closing Clarinda St, in front of your business/store from the Glose St intersection to the Welcome St/Clarinda St intersection.

<i>Name</i>	<i>Business</i>	<i>Signature</i>
C. PECEMKA	PARKES COFFEE POT	[Signature]
C. PECEMKA	PARKES OPTICAL SERVICE	[Signature]
K. JARVIS	Absoluteglaz	[Signature]
G. Smith	Kindred	[Signature]
M. Wheelton	Iron Works Fitness	[Signature]
F. Lovell	SPASPOWER.	[Signature]
F. Bignell	Elders Insurance	[Signature]
B. Ngakis	ESC PARKES	[Signature]
N. Thompson	Nicky - Plays	[Signature]
C. NELSON	DISCOUNTDAVES	[Signature]
J. Hyburn	Nangar Gems	[Signature]
U. Hunter	Hunter Real Estate	[Signature]
Geoff Bryce	Langlands Hamlyn	[Signature]
Sam McBygall	Dominos	[Signature]
Juleann Wright	ANZ Bank	[Signature]

10.11. (DCCSE) Request for Financial Assistance - NSW Hockey Under 15 State Championships

Prepared By:

Director Customer, Corporate Services and Economy

Executive Summary

Parkes Hockey Incorporated has requested financial and in-kind support to host in partnership with Hockey NSW the NSW Hockey Under 15 Girls State Championships on 26-29 May 2022. The Championship is set to attract more than 1,500 players, coaching staff, support team, crew and spectators. The Championship will utilise the Mariah Williams and Stephen Davies Turfs, plus grass fields at the Parkes Hockey Complex.

Background Information

Council can only approve community financial assistance (cash or in-kind) in accordance with section 356 of the *Local Government Act 1993* ("the Act"). Where the financial assistance has not been included in Council's adopted Operational Plan for the year, the proposed financial assistance must be publicly exhibited prior to being provided. Council must consider any public submissions received, prior to providing the assistance requested.

Legislative or Policy Implications

[Local Government Act 1993, Section 356 - Can a Council Financially Assist Others?](#)

Project Delivery Implications

ACTIVITY+ *Active Recreation*

COUNCIL+ *Council*

COMMUNITY+ *Wellbeing*

ECONOMY+ *Investment Attraction*

Risk Assessment

An assessment of the challenge posed to Council implementing the action/s contained in this report, in the current environment with available resources: Low

Budget and Financial Implications

The cost of the financial assistance requested, comprising Council resources and staff wages, is estimated to total \$10,750.00. This sum has not been budgeted for, and if approved, would need to be allocated from the Destination Events Budget.

Recommendation

That Council:

1. Provide public notice of its intention to provide \$10,750.00 in financial assistance by way of in-kind support, as detailed in this report, to Parkes Hockey Incorporated, to support the delivery of the upcoming NSW Hockey Under 15 Girls State Championships.
2. Subject to no formal submissions being received, approve the provision of \$Figure in financial assistance, by way of in-kind support, to Parkes Hockey Incorporated, to support the delivery of the upcoming NSW Hockey Under 15 Girls State Championships.

Report

Parkes Hockey Incorporated, together with Hockey NSW, has successfully hosted a series of hockey events over the last five years including the Southern Women's Masters Hockey Tournament in July 2017, Hockey NSW Under 11 Carnival in 2017 and 2018, the Men's Hockey Masters in May 2018, Under 15 Boys NSW State Hockey Championships in 2018 and the Kookaburra 8 Tournament for three consecutive years. In 2019, Parkes hosted the Under 13 Girls Hockey Championships with 40 teams coming to Parkes. The economic benefit of these sporting events collectively has been estimated to be \$2.2 million.

Parkes Hockey Incorporated is partnering with Hockey NSW to host the NSW Hockey Under 15 Girls State Championship on 26-29 May 2022. The Championship is expected to attract over 40 teams and more than 1,500 players, coaching staff, support team, crew and spectators. The Championship will utilise the Mariah Williams and Stephen Davies Turfs, plus grass fields at the Parkes Hockey Complex. It is estimated an event this size will have an economic impact of \$500,000 on the Parkes Shire economy.

In order to facilitate the successful staging of the Championship, the organising committee has requested that Council provide assistance with the following items:

- Implementation of Traffic Control on Baker Street from 26-29 May 2022, including assistance and provision of equipment including hard barricades, signs and set-up for road closures including coach and bus parking areas;
- Mark-out of four (4) grass playing fields for the duration of the U15 Carnival on the McGlynn Sporting Complex, with the field location to be determined by the Presentation Team (based on Hockey NSW requirements);
- Staff assistance with the installation and removal of grass field goal mouths from the Station Street car park;
- Provision of site drawing of the fields for planning purposes prior to the Championships commencing to enable publication within the program;
- Application of bark chip or similar suitable material to mitigate pre-event wet weather impacts in identified areas at the entrance to the turfs to prevent tracking of mud and damage to synthetic turf;
- Loan of Council-owned relocatable grandstands to the Committee, including set-up prior to event and dismantling following event;
- Loan of Council-owned picnic tables to the Committee, including set-up prior to event and dismantling following event;
- Provision of two (2) portable buildings for use as Umpire and Medical areas;
- Provision of one (1) 10.0kva generator to power the portable buildings;
- Provision of portable toilet blocks inclusive of toilet paper at the McGlynn Sporting Complex for the duration of the Championships including delivery and pick-up (Toilet pump out (if required) and daily clean to be completed by Parkes Hockey Incorporated);
- Provision of additional event bins and collection from Baker Street on a daily basis;
- Provision of one (1) portable PA system for use at the presentation ceremony; and
- Promotion of the event through Council's media channels and platforms.

The Committee has invited the Mayor and Councillors to attend the Presentation Ceremony on Sunday, 29 May 2022, if calendar permits.

The event application, along with required road closure on Baker Street, was recently considered and approved by Council's Traffic Committee.

Attachments

Nil.

11. DIRECTOR PLANNING AND COMMUNITY SERVICES

11.1. (DPCS) Major Projects & Current Works - Progress Report as at 17 May 2022

Prepared By:

Brendan Hayes

Executive Summary

This report presents an update on the current major projects within the Shire being managed or undertaken by Council's Planning & Community Services Department. The report outlines work that has been carried out over the past month and is provided for the information of Councillors.

Background Information

Monthly status report to keep Councillor's abreast of projects being undertaken within the Shire

Project Delivery Program Implications

The resolution in this report will primarily affect the Delivery Program Future Direction relating to: COUNCIL+ *Council*

Risk Assessment

An assessment of the challenge posed to Council implementing the action/s contained in this report, in the current environment with available resources: Low

Budget and Financial Aspects

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

Recommendation

1. That the information be received and noted.

Report

Current major projects within the Shire being managed or undertaken by Planning and Community Services as at 17 May 2022.

Location	Project Description	Due Date	Budget	Forecast	Status
Parkes	Community Recycling Centre	30/4/22	150,000	150,000	In progress
	Comments	EPA contacted re attending the site to inspect the facility. Shortage of staff delaying inspection			
Parkes	Coventry Room Cultural Space	20.5.22	100,000	100,000	In progress
	Comments	Lights purchased and electrician commenced installation 9 May 2022			
Parkes	Wiradjuri Keeping Place Project	20.5.22	85,000	85,000	In progress
	Comments	Curatorium approvals for design layout and interpretive panels/signage completed and installed			

Attachments

Nil

11.2. (DPCS) Development Activity Report - April 2022

Executive Summary

During the month of April 2022 there were seven (7) Development Application received totalling \$740,328.30 and six (6) consents were issued. Three (3) Complying Development Certificates were received totalling \$458,000.00 and four (4) consents were issued.

Recommendation

1. For the information of Council.

Report

The figures shown in the table below are for Development Applications received during April 2022 with respect to the specified building types and comparison to the April 2021 figures.

Development Category	April 2022		April 2021	
	No.	Estimated Value	No.	Estimated Value
Commercial	1	\$0.00	1	\$0.00
Community Facilities	1	\$140,188.30	-	-
Industrial	-	-	2	\$768,339.00
Infrastructure	-	-	-	-
Tourist Development	-	-	-	-
Single Dwelling-house	2	\$478,590.00	3	\$818,510.00
Residential Alterations and Additions inc ancillary / outbuildings	3	\$121,550.00	6	\$150,924.79
Residential Other	-	-	-	-
Multi-Residential	-	-	-	-
Seniors Living	-	-	-	-
Subdivision only	-	-	2	\$0.00
Secondary Dwelling	-	-	-	-
Other inc demolition, earthworks, advertising structure	-	-	-	-
Mixed Development	-	-	-	-
Totals	7	\$740,328.30	14	\$1,737,773.79
FYTD Totals	120	\$25,053,313.00	127	\$30,076,358.82

The following list of Development Consents were issued in the month of April 2022.

Application No.	Address	Description
DA2022/0014	13 Elizabeth Street, PARKES	Demolition of Outbuilding (Shed) and Erection of Proposed Outbuilding (Shed)
DA2022/0016	Nash Street, PARKES	Subdivision (Boundary Adjustment)
DA2022/0021	124 Currajong Street, PARKES	Outbuilding (Shed)
DA2022/0025	3 Fossickers Drive, PARKES	Dwelling - House
DA2022/0028	21 Booroo Lane, PARKES	Alterations & Additions to Dwelling - Proposed Extension to Dwelling
DA2022/0031	232 Clarinda Street, PARKES	Take Away Food and Drink Premises (Temporary)

The figures shown in the table below are for Complying Development Certificates received during April 2022 with respect to the specified building types and a comparison to the April 2021 figures.

Development Category	April 2022		April 2021	
	No.	Estimated Value	No.	Estimated Value
Commercial	-	-	-	-
Community Facilities	1	\$396,000.00	-	-
Industrial	-	-	-	-
Infrastructure	-	-	-	-
Tourist Development	-	-	-	-
Single Dwelling-house	-	-	-	-
Residential Alterations and Additions inc ancillary/outbuildings	-	-	2	\$50,060.00
Residential Other	-	-	-	-
Multi-Residential	-	-	-	-
Seniors Living	-	-	-	-
Subdivision	-	-	-	-
Secondary Dwelling	-	-	-	-
Other inc demolition, earthworks, advertising structures	2	\$62,000.00	-	-
Totals	3	\$458,000.00	2	\$50,060.00
FYTD Totals	32	\$5,393,297.00	36	\$5,930,483.00

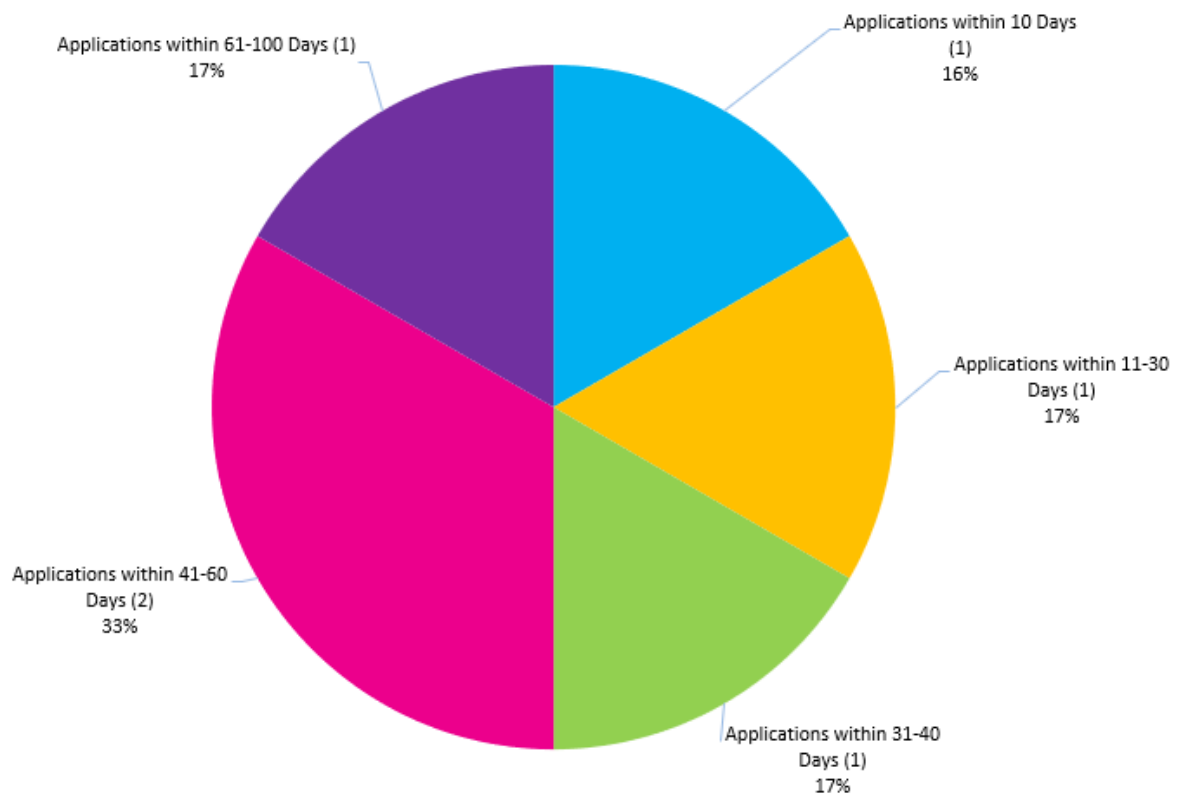
The following is a list of Complying Development Certificates which were issued in the month of April 2022.

Application No.	Address	Description	Certifying Authority
CDC2022/0015	15 Alder Avenue, PARKES	Dwelling - House & Retaining Wall	PSC
CDC2022/0016	16 Park Street, PARKES	Demolition of Existing Dwelling	PSC
CDC2022/0016	18 Park Street, PARKES	Demolition of Existing Dwelling	PSC
CDC2022/0018	34-36 Welcome Street, PARKES	Proposed Addition & Alteration Works to Parkes PO Dock Area	PC

DA Processing Times for Approvals

The information shown in the pie chart below is Development Application Approvals issued for the period 1 April 2022 to 30 April 2022. It should be noted that a total of six (6) Development Applications have been approved with an average of 41.63 days

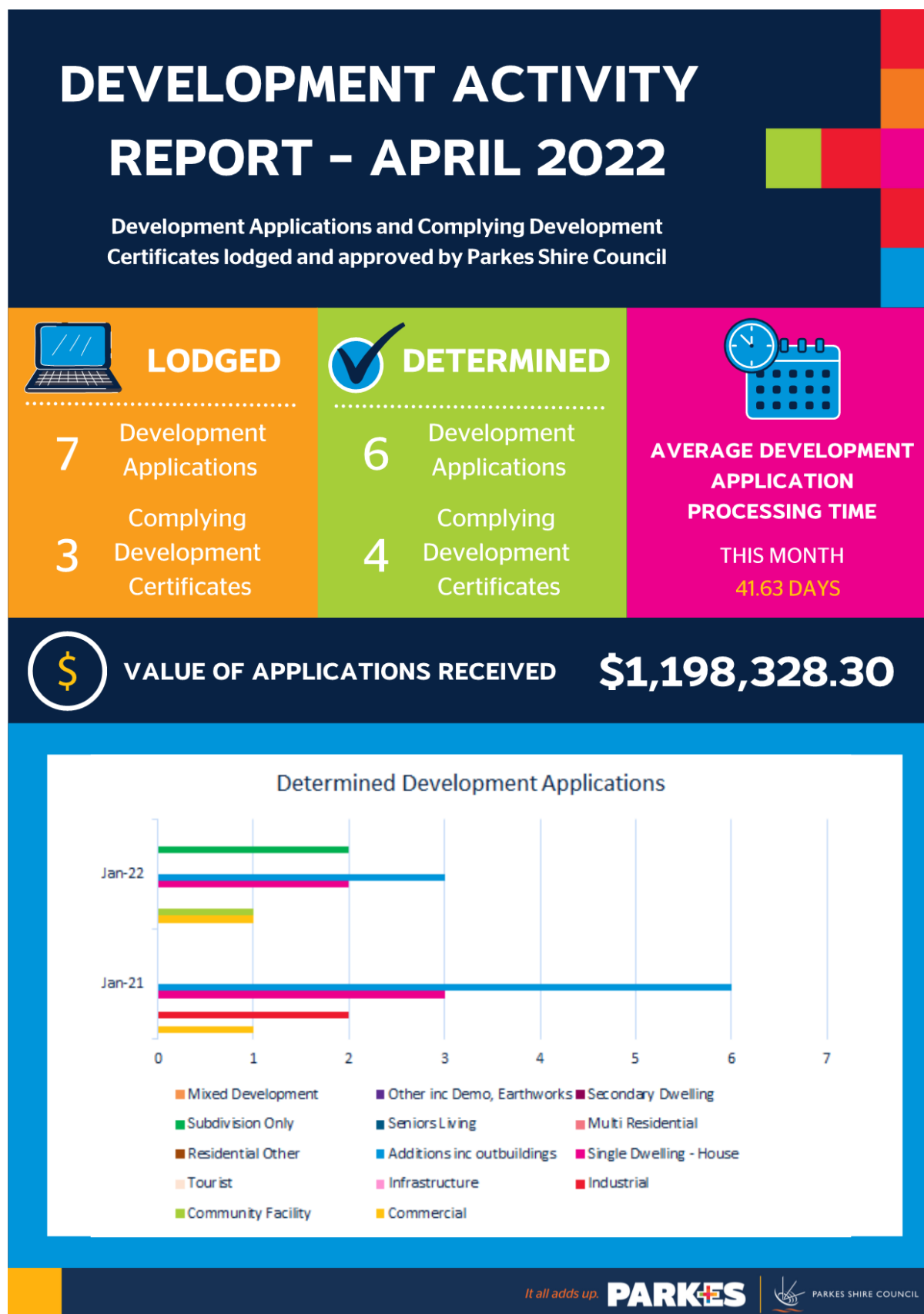
DA Processing Times for Approvals



Attachments

- 1 Development Activity Report - April 2022

Attachment 1 - DEVELOPMENT ACTIVITY REPORT - APRIL 2022



11.3. (DPCS) Parkes Housekeeping Planning Proposal

Prepared By:

Director Planning and Community Services

Executive Summary

In July 2021 Council endorsed the Housekeeping Planning Proposal to seek a Gateway Determination from the NSW Department of Planning Industry and Environment (DPIE).

This report demonstrates compliance with the Gateway Determination and addresses submissions received.

Background Information

The Parkes Housekeeping Planning proposal proposes the following:

1. Prohibit service stations from R1 General Residential zoned land,
2. Reclassification of Council land from community land to operational,
3. Update land zoning map to rectify zone boundaries being located through single parcels of land,
4. Rezone land to reflect existing land use,
5. Include Obstacle Limitation Surface Map,
6. Amend minimum lot size for community title subdivision,
7. Prohibit highway service centre development in RU1 Primary Production and R5 Large Lot Residential land,
8. Remove Parkes National Logistics Hub Buffer map and Clause 6.9 from LEP2012.

On submission of the Housekeeping Planning Proposal, DPIE advised Council that the matters relating to reclassification of Council land should be resubmitted to DPIE in a separate planning proposal as this matter requires a Public Hearing to be held for community to have their say.

The reclassification of Land Planning Proposal was endorsed by Council in November 2021 and proposes to reclassify two parcels of Council owned land from Community to Operational land. Public Exhibition has been completed and will now be scheduled for public hearing.

Legislative or Policy Implications

A planning proposal is the mechanism to enable amendments to the Parkes Local Environmental Plan 2012.

Progressive Delivery Program Implications

The resolution in this report will primarily effect the Delivery Program Future Direction relation to 3. Promote, Support and Grow our Communities.

Predictive positive effect / opportunity for the Delivery Program: Good

Predictive negative effect / challenge to the Delivery Program: Very Low

Quadruple Bottom Line



Economic ★★★★★



Environmental ★★★★★



Social ★★★★★



Civic Leadership ★★★★★

Budget and Financial Aspects

Nil.

Recommendation

1. That Council request the NSW Department of Planning and Environment finalise the Parkes Housekeeping Planning Proposal.

Report

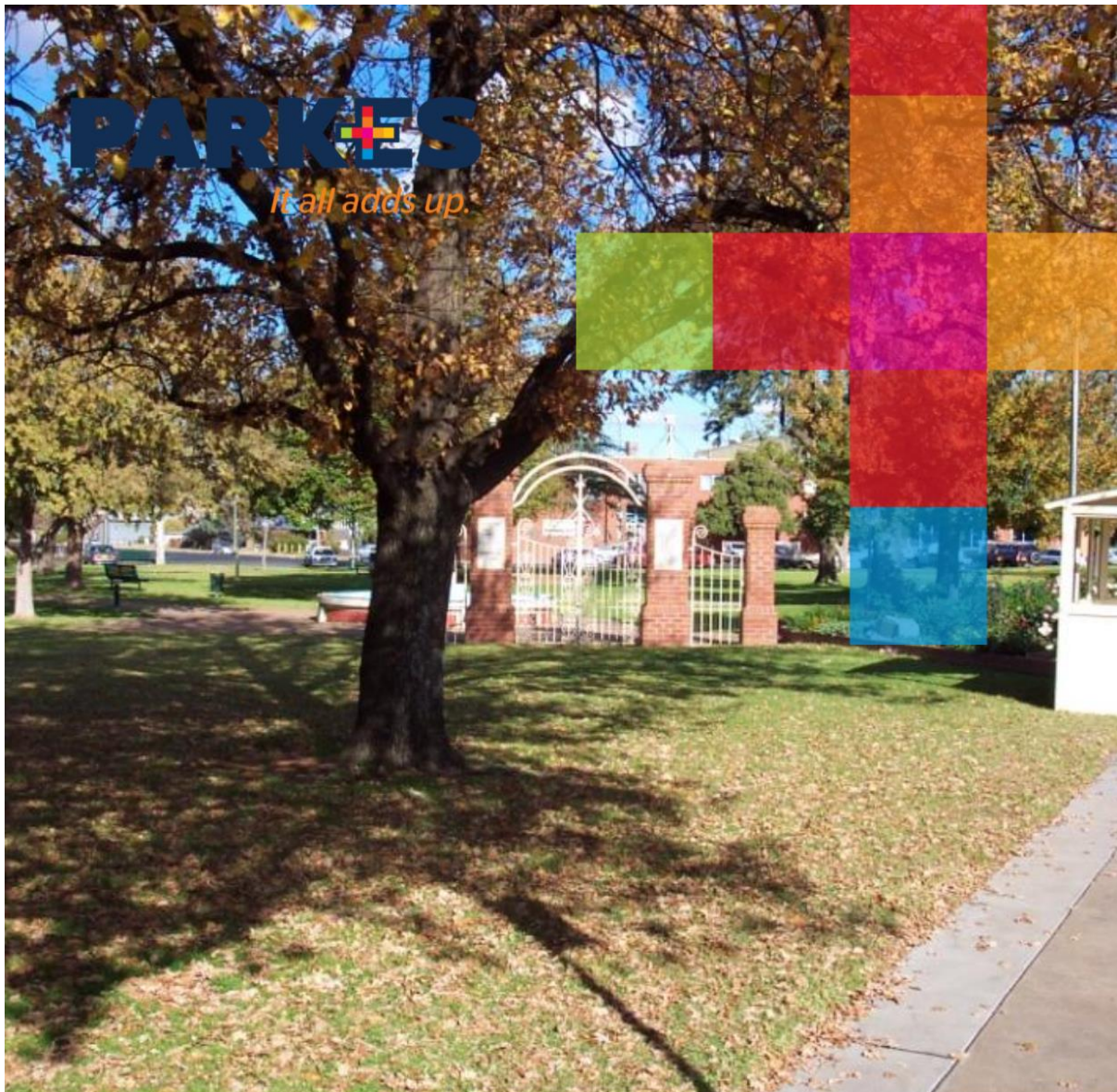
The attached Parkes Housekeeping Planning Proposal Finalisation report demonstrates how Council complied with the Gateway Determination and a response to submissions received.

The NSW DPIE advised Council that it would not be the local plan-making authority and therefore in order to be finalised the proposal will be sent o DPIE for finalisation.

Attachments

- 1 Parkes Housekeeping Planning Proposal November 2021
- 2 Planning Proposal Finalisation Report
- 3 CASA response_ Parkes Housekeeping Planning Proposal
- 4 Objection to Housekeeping Planning Proposal - Lindsay May - 154 Mitchell Street, Parkes 06.12.2021

Attachment 1 - Parkes Housekeeping Planning Proposal November 2021



Housekeeping Planning Proposal

Amendment to the Parkes Local Environmental Plan 2012

Version 2 November 2021

House Keeping Planning Proposal



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House Keeping Planning Proposal

**INTRODUCTION**

This planning proposal has been prepared in accordance with Section 3.33 of the Environmental Planning and Assessment Act 1979. It explains the intended effect of, and justification for, the proposed amendment to the Parkes Local Environmental Plan 2012 (PLEP2012) to rectify:

- minor zoning and mapping anomalies,
- inclusion of Obstacle Limitation Surface Map,
- Amend minimum lot size for community title subdivision,
- Prohibit service stations in R1 General Residential zone,
- Prohibit highway service centre in various zones, and
- Remove Parkes National Logistics Hub clause and buffer map.

The amendments included in this planning proposal have been identified through the identification of minor anomalies through the application of the PLEP2012, matters identified in the Parkes Local Strategic Planning Statement and review of classification of Council owned land.

House Keeping Planning Proposal

**PART 1: OBJECTIVES OR INTENDED OUTCOMES**

The intended outcomes of this planning proposal are as follows:

1. Prohibit service stations from R1 General Residential zoned land,
2. Update land zoning map to rectify zone boundaries being located through single parcels of land,
3. Rezone land to reflect existing land use,
4. Include Obstacle Limitation Surface Map,
5. Amend minimum lot size for community title subdivision,
6. Prohibit highway service centre development in RU1 Primary Production and R5 Large Lot Residential land,
7. Remove Parkes National Logistics Hub Buffer map and Clause 6.9 from Parkes LEP2012.

PART 2: EXPLANATION OF PROVISION

The planning proposal seeks to amend the Parkes LEP 2012 to reflect the changes itemised below.

Item 1 Prohibit Service Stations in R1 General Residential zone

The rationale for service stations being prohibited in the R1 General Residential zone is:

- A service station is not a land use that would generally be permitted in the Standard Instrument R1 General Residential zone. There is no reason why a service station would be a permissible development type in the R1 General Residential zone.
- There are no existing service stations in the Parkes Shire that are located in the R1 General Residential zone.
- A contemporary service station is not an appropriate development in a residential setting.
- Environmental impacts (e.g. light, noise, odour and traffic impacts) not compatible with residential areas.
- Removal will cease speculation of this type of development along arterial transport routes within the Parkes urban area until a Commercial/Industrial Land Use Strategy is undertaken.

Item 1.1	
LEP Clause Amendment	Update R1 General Residential zone Land Use Table to add Service Station to Prohibited section

Item 2 Update land zoning map to rectify zone boundaries being located through single parcels of land

The subject lots are affected by two land use zones (R1 General Residential and R5 Large Lot Residential) and minimum lot sizes (600m² and 4ha) as boundary runs through the middle of the allotments. It is proposed to move the zone and minimum lot size boundary to the road reserve, which will allow the lots to be wholly located in R1 General Residential zone and have minimum lot size of 600m².

Item 2.1	
Location	Lot 676, 677, 678 DP750152 and Lot 12 DP1120928
LEP Map Amendments	LZN_005D LSZ_005D
Proposed changes	Relocate zone and lot size boundary north of the lots to the Rose Street road reserve

Item 3 Rezone land to reflect existing land use

It all adds up.

PARKES



PARKES SHIRE COUNCIL

House Keeping Planning Proposal



The subject lots are located within the Parkes Industrial Estate with existing, approved industrial/commercial uses on each lot. It appears that the lots were zoned R1 General Residential in error.

Item 3.1	
Location	Lots 1, 2, 3, 4 & 5 DP258389
LEP Map Amendment	LZN005_E LSZ005_E
Proposed changes	Rezone land from R1 General Residential to IN1 General Industrial to reflect existing, approved uses on site and be consistent with surrounding development. Amend minimum lot size map from 600m ² to 1500m ² .

The subject lots are located within the Parkes Industrial Estate with an existing, approved industrial/commercial uses. A single dwelling house is located on Lot 577 DP750179. It appears that the lots were zoned R1 General Residential in error. It is proposed that the dwelling house will continue to be located on the land with existing use rights.

Item 3.2	
Location	Lot 1038 DP750152, Lots 1 and 2 DP588871, Lot 577 DP750179
LEP Map Amendment	LZN005_E LSZ005_E
Purpose	Rezone land from R1 General Residential to IN1 General Industrial to reflect existing, approved uses on site and be consistent with surrounding development. Amend minimum lot size map from 600m ² to 1500m ² .

Item 4 Include Obstacle Limitation Surface Map (OLS)

The Parkes LEP 2012 includes Clause 6.6 Airspace Operations which refers to the Obstacle Limitation Surface Map. It is proposed to include the Obstacle Limitation Surface map in the PLEP2012 to protect the operational environment of the Parkes Regional Airport. A copy of the map is located in Appendix A.

This action was identified in the Parkes Local Strategic Planning Statement.

Item 4.1	
LEP Map Inclusion	Inclusion of Obstacle Limitation Surface map in LEP
Purpose	To protect the operational environment of the Parkes Airport

Item 5 Amend minimum lot size for community title subdivision

Clause 4.1AA of the Parkes LEP 2012 states that a community title subdivision in R1 General Residential zone must have a minimum lot size as shown on the Lot Size Map. This restriction is not practical as community title subdivision is often applied to multi-dwelling development, where the lot sizes are much less than 450m² or 600m².

This action has been identified in the Parkes Local Strategic Planning Statement.

Item 5.1	
LEP Clause Amendment	4.1AA Minimum Lot Size for Community Title Subdivision

House Keeping Planning Proposal



Proposed changes	Remove R1 General Residential zone from the listed land use zones in Clause 4.1AA(2) to enable community title subdivision of any lot size to be carried out on R1 General Residential zoned land.
------------------	--

Item 6 Prohibit Highway Service Centre in RU1 Primary Production zone and R5 Large Lot Residential zone

The rationale for highway service centres being prohibited in the RU1 Primary Production zone and R5 Large Lot Residential zone is:

- The location of a highway service centre needs to be carefully and strategically planned to enable gateway into Parkes for travelling public.
- Environmental impacts (e.g. light, noise, odour and traffic impacts) not compatible with residential areas.
- Removal will cease speculation of this type of development along arterial transport routes within the Parkes urban area until a Commercial/Industrial Land Use Strategy is undertaken.

Item 6.1	
LEP Clause Amendment	Update RU1 Primary Production zone Land Use Table and R5 Large Lot Residential Land Use Table to add Highway Service Centre to Prohibited section

Item 7 Remove Parkes National Logistics Hub Buffer map and Clause 6.9 from Parkes LEP

The Parkes Local Environmental Plan 2012 was adopted with a clause and associated map relating to the Parkes National Logistics Hub. The clause and associated buffer map is now irrelevant due to the development of the Parkes Special Activation Precinct which is supported by a State Environmental Planning Policy (Activation Precincts) 2020 and Regional Enterprise Land Use Zone, Master Plan and Delivery Plan.

This action has been identified in the Parkes Local Strategic Planning Statement.

Item 7.1	
LEP Clause Amendment	Remove Clause 6.9 Parkes National Logistics Hub
LEP Map Amendment	PTB_005A and PTB_005B Remove Parkes National Logistics Hub Buffer Area from map

House Keeping Planning Proposal

**PART 3: JUSTIFICATION FOR PROPOSED REZONING**

In accordance with the Department of Planning's 'Guide to Preparing Planning Proposals', this section provides a response to the following issues:

- + Section A: Need for the planning proposal;
- + Section B: Relationship to strategic planning framework;
- + Section C: Environmental, social and economic impact;
- + Section D: State and Commonwealth interests.

SECTION A - NEED FOR THE PLANNING PROPOSAL**1. Is the planning proposal a result of any strategic study or report?**

The matters included within this planning proposal are a result of:

- Items 2 & 3 - Mapping and zoning anomalies identified by Council's Planning staff during the application of the PLEP2012.
- Items 4, 5, & 7 - Actions identified in the Parkes Local Strategic Planning Statement.
- Items 1 & 6 - Remove permissibility of service stations and highway service centers in response to strategic planning work carried out in relation to the Parkes Bypass / Approach Routes planning.

Items 1 and 6 - Remove permissibility of service stations and highway service centres

A Western Ring Road (heavy vehicle bypass) servicing Parkes has been planned / zoned for over two decades, as part of the Parkes Ring Road System. The Newell Highway Upgrade proposes a town bypass for all traffic, which was never previously contemplated by Council in the development of the Parkes Ring Road System.

Furthermore, Council did not envisage the level of interest from land speculators / developers in securing land along the proposed highway route for future highway service opportunities. In February 2017, Council resolved to prohibit highway service centre development in the RU1 Primary Production zone, RU5 Village zone, R5 Large Lot Residential zone and SP2 - Road Infrastructure Facilities zone to allow Council to fully investigate a suitable location and Masterplan design for a large-scale Highway Service Centre at a strategic gateway location at Parkes. The facility would provide vital services to the travelling public and is justified on the grounds of driver safety and convenience, it could also help to consolidate Council's strategic objectives of enhancing gateway opportunities to the Parkes Urban Area.

The Parkes Western Entry Issue Paper 2021, which has been endorsed by Council and is currently on public exhibition, states that the NSW State Government is investigating the feasibility of a Highway Service Centre the intersection of Condobolin Road and the Newell Highway Bypass.

The Parkes Local Strategic Planning Statement includes an action to prepare an updated Parkes Land Use Strategy to ensure an appropriate strategic planning framework is in place to minimise any economic impacts due to the all-vehicle bypass, as well as review the suitable location for commercial and industrial land uses within the Parkes Urban Area. By temporarily removing the permissibility of a highway service centre from the Parkes Local Environmental Plan 2012 in the RU1 Primary Production zone and R5 Large Lot Residential zone, Council will eliminate the risk that a highway service centre could be developed in an inappropriate location and provide time for further investigations and consultation with stakeholders.

The removal of service stations as a permitted land use in the R1 General Residential zone will remove land speculation along the Parkes Bypass corridor and arterial road corridors that adjoin R1 General Residential zoned land. A service station is not a permitted land use in the R1 General Residential zone in the standard instrument and there is no



House Keeping Planning Proposal



strategic purpose as to why this development type was permitted in the Parkes LEP 2012. Service stations in residential areas have the potential to generate significant land use conflict.

2. Is the planning proposal the best means of achieving the objectives or intended outcomes, or is there a better way?

There is no better or alternate way to make the proposed changes.

3. Is there a net community benefit?

No net community benefit test has been undertaken as part of this proposal. However, the planning proposal will ensure that the LEP is correct by rectifying anomalies and minor issues that will ensure that the PLEP2012 adequately supports development and land use in the Parkes Shire.

SECTION B - RELATIONSHIP TO STRATEGIC PLANNING FRAMEWORK

4. Is the planning proposal consistent with the objectives and actions contained within the applicable regional or sub-regional strategy?

The planning proposal is consistent with the aims and objectives of the *Central West and Orana Regional Plan* in that these amendments to the LEP support the ongoing economic growth and development in the Parkes Shire.

The Central West and Orana Regional Plan also highlights the importance of Council's considering the viability of local bypasses, and strategically plan for bypass corridors. Items 1 and 8 in relation to the permissibility of service stations and highway service centres supports this objective.

5. Is the planning proposal consistent with the local Council's Community Strategic Plan, or other local strategic plan?

The planning proposal is consistent with the aims and objectives of the Parkes Community Strategic Plan and the *Parkes Local Strategic Planning Statement*.

The Parkes Local Strategic Planning Statement includes a number of actions to update the PLEP 2012, which have also been included in this planning proposal.

- Action C6 - investigate relevancy of Parkes National Logistics Hub Buffer map (and removal of clause 6.9)
- Action A2 - Community title lots minimum subdivision lot size
- Action G6 - include OLS map, resolve boundaries between industrial and residential land

6. Is the planning proposal consistent with applicable state environmental planning policies?

The State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 is applicable given that the introduction of an OLS Map will impact on exempt and complying development in the affected area.

7. Is the planning proposal consistent with applicable Ministerial Directions for Local Plan Making?

s117 DIRECTIONS

CONSISTENCY AND IMPLICATIONS

1. EMPLOYMENT AND RESOURCES

House Keeping Planning Proposal



1.1 Business and Industrial zones Objectives: a) encourage employment growth in suitable locations b) protect employment land in business and industrial zones c) support the viability of identified centres	Consistent - this planning proposal seeks to address the IN1 General Industrial zone boundary. It will not reduce the potential floor space area for industrial uses.
1.2 Rural Zones	Not Applicable
1.3 Mining, Petroleum Production and Extractive Industries	Not Applicable
1.4 Oyster Aquaculture	Not Applicable
1.5 Rural Lands	Not Applicable
2. ENVIRONMENT AND HERITAGE	
2.1 Environment Protection Zones	Not Applicable
2.2 Coastal Protection	Not Applicable
2.3 Heritage Conservation	Not Applicable
2.4 Recreation Vehicle Areas	Not Applicable
3. HOUSING, INFRASTRUCTURE AND URBAN DEVELOPMENT	
3.1 Residential Zones Objectives: a) encourage a variety and choice of housing types to provide for existing and future housing needs. b) to make efficient use of existing infrastructure and services and ensure that new housing has appropriate access to infrastructure and services, and c) to minimise the impact of residential development on the environment and resource lands.	Consistent - this planning proposal is considered to be of minor significance in terms of its impact on residential land.
3.2 Caravan Parks & Manufactured Home Estates	Not Applicable
3.3 Home Occupations	Not Applicable
3.4 Integrating Land Use and Transport	Consistent - this planning proposal is considered to be of minor significance in terms of its impact.
3.5 Development Near Regulated Airports and Defence Airfields	Consistent -The addition of the Parkes OLS Map to protect the operational environment of the Parkes Regional Airport, which is a positive improvement.
3.6 Shooting ranges	Not Applicable
4. HAZARD and RISK	

House Keeping Planning Proposal



4.1 Acid Sulfate Soils	Not Applicable
4.2 Mine Subsidence and Unstable Land	Not Applicable
4.3 Flood Prone Land	Not Applicable
4.4 Planning for Bushfire Protection	Not Applicable
5. REGIONAL PLANNING	
5.2 Sydney Drinking Water Catchment	Not Applicable
5.3 Farmland of State and Regional Significance on the NSW Far North Coast	Not Applicable
5.4 Commercial and Retail Development along the Pacific Highway, North Coast	Not Applicable
5.9 North West Rail Link Corridor Strategy	Not Applicable
5.10 Implementation of Regional Plans	Consistent - The planning proposal is consistent with the Central West and Orana Regional Plan.
5.11 Development of Aboriginal Land Council Land	Not Applicable
6. LOCAL PLAN MAKING	
6.1 Approval and Referral	
6.2 Reserving Land for Public Purposes	Not Applicable
6.3 Site Specific Provisions	Not Applicable
7. METROPOLITAN PLANNING	
7.1 Implementation of the Metropolitan Plan for Sydney 2036	Not Applicable

SECTION C - ENVIRONMENTAL, SOCIAL AND ECONOMIC IMPACT**8. Is there any likelihood that critical habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected as a result of the proposal?**

The proposed amendments will not impact on critical habitat, threatened species, populations or ecological communities.

9. Are there any other likely environmental effects as a result of the planning proposal and how are they proposed to be managed?

The planning proposal is considered to be minor amendments to the Parkes Local Environmental Plan 2012 and will not result in any adverse environmental effects.

10. How has the planning proposal adequately addressed any social and economic effects?

The planning proposal is considered to be minor amendments to the Parkes Local Environmental Plan 2012 and will not result in any adverse social and economic effects.

House Keeping Planning Proposal



In relation to Item 1.2 regarding highway service centres, unlike the bypasses that have occurred at Yass and Goulburn, Parkes is smaller in size and more isolated from metropolitan areas. As a result Parkes is considered to be more vulnerable to economic impacts that may result from a town bypass.

The intended outcome of this planning proposal aims to have a positive social and economic impact on Parkes as it will provide Council to undertake necessary strategic planning work to determine suitable locations for such development.

An appropriate location for such development will have a positive social and economic impact for Parkes as it will provide enhanced gateway opportunities to the Parkes Urban Area and encourage travellers along the Newell Highway to visit Parkes for a break, food or an overnight stay.

SECTION D - STATE AND COMMONWEALTH INTERESTS***11. Is there adequate public infrastructure for the planning proposal?***

The proposed amendments will not create any significant additional demand on public infrastructure.

12. What are the views of the State and Commonwealth public authorities consulted in accordance with the Gateway Determination?

The views of State and Commonwealth Departments will be determined during consultation, post Gateway Determination.

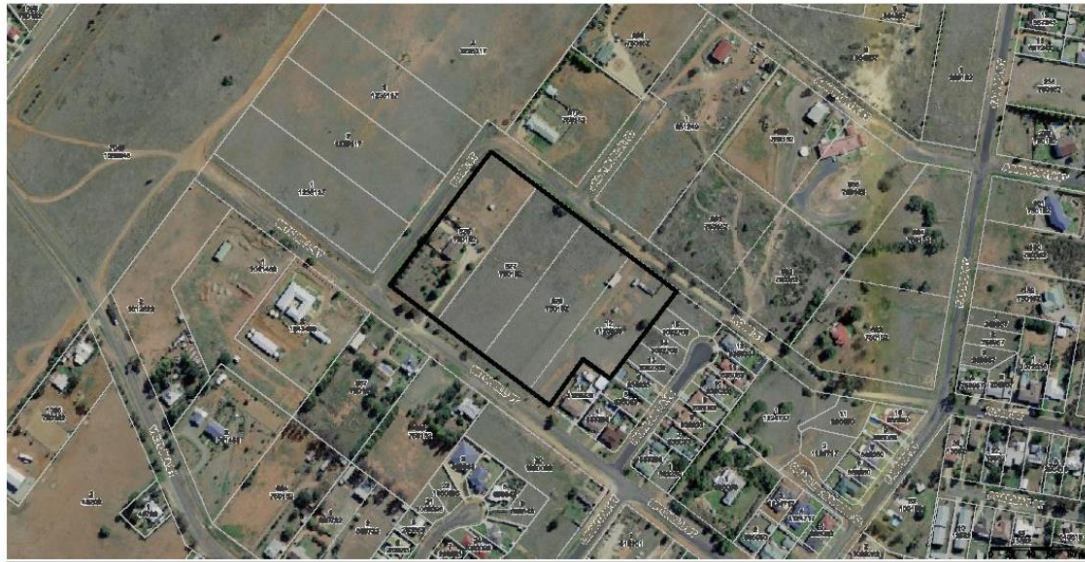
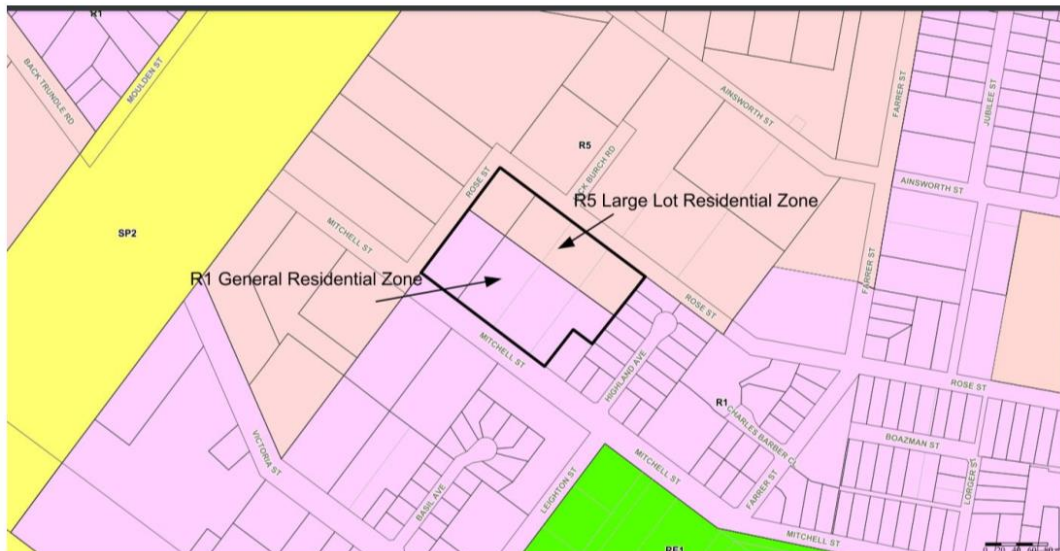
House Keeping Planning Proposal



PART 4: LOCALITY PLANS

The following maps are for information purposes, to provide context to the locality and changes proposed. Draft LEP maps will be prepared prior to finalizing the plan and consistent with the technical guidelines.

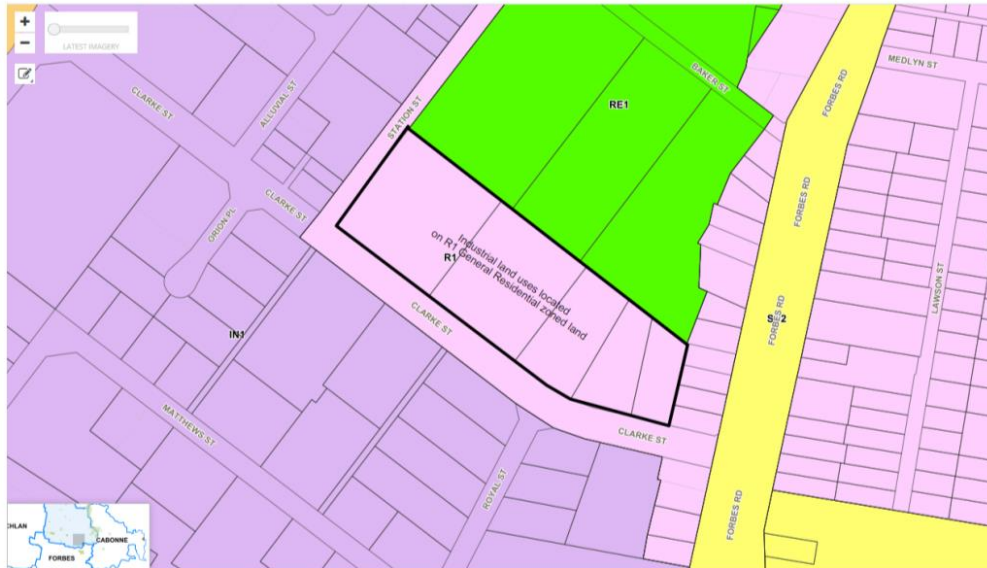
Item 2.1 Update land zoning map to rectify zone boundaries being located through single parcels of land



House Keeping Planning Proposal



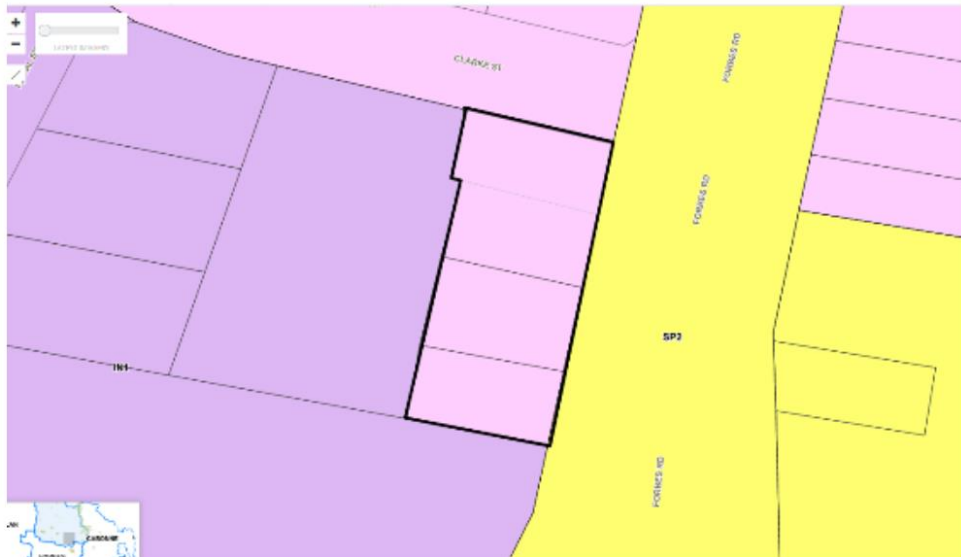
Item 3.1 Rezone land to reflect intended land use



House Keeping Planning Proposal



Item 3.2 Rezone land to reflect intended land use



House Keeping Planning Proposal



PART 5: COMMUNITY CONSULTATION

In accordance with Section 57(2) of the Environmental Planning and Assessment Act 1979, community consultation must be undertaken by the local authority prior to the approval of the planning proposal.

In accordance with Council's Community Engagement Strategy consultation on the planning proposal will be exhibited for a period of 28 days, or as specified by the Gateway Determination.

It is also proposed to write directly to the owners of lots that are directly affected by the proposed amendments.

At the close of the consultation process, Council will consider all submissions received and present a report to Council for their endorsement of the planning proposal before proceeding to finalisation of the amendment.

The consultation process, as outlined above, does not present any additional consultation measures that may be determined appropriate as part of the Gateway Determination process.

House Keeping Planning Proposal



PART 6: TIMEFRAMES

Project Timeline	Date
Anticipated commencement date (Gateway determination)	October 2021
Anticipated timeframe for completion of required studies	N/A
Timeframe for Government Agency consultation	November 2021
Commencement and completion dates for public exhibition period	November 2021
Dates for public hearing	N/A
Timeframe for consideration of submissions	January 2022
Timeframe for consideration of proposal post exhibition	January 2022
Anticipated date RPA will forward the plan to the department to be made, if not delegated	February 2022
Anticipated date RPA will make the plan	n/a
Anticipated date RPA will forward to the department for notification (if delegated	n/a

House Keeping Planning Proposal



Appendix A - Parkes Obstacle Limitation Surface Map



Attachment 2 - Planning Proposal Finalisation Report**1. Application Details:**

Planning Proposal No: PP-2021-4745
Description: Housekeeping Planning Proposal - Amendment to Parkes Local Environmental Plan 2012

2. Purpose of plan

The Housekeeping Planning Proposal includes the following matters:

- 1 Prohibit service stations from R1 General Residential zoned land,
- 2 Update land zoning map to rectify zone boundaries being located through single parcels of land,
- 3 Rezone land to reflect existing land use,
- 4 Include Obstacle Limitation Surface Map,
- 5 Amend minimum lot size for community title subdivision,
- 6 Prohibit highway service centre development in RU1 Primary Production and R5 Large Lot Residential land,
- 7 Remove Parkes National Logistics Hub Buffer map and Clause 6.9 from Parkes LEP2012.

3. Gateway Determination

Council received a Gateway Determination on 19 October 2021 which included the following requirements for community consultation:

- Public exhibition for a minimum of 28 days
- Consultation with Transport for NSW
- Consultation with Civil Aviation Safety Authority
- Consultation with Regional Growth NSW Development Corporation

4. Public Consultation

The Housekeeping Planning Proposal was on public exhibition from 1 December 2021 to 21 January 2022.

During the period Council received the following submissions:

Name	Comments
Lindsay May (affected landowner) - Lot 678 DP750152, 154 Mitchell Street, Parkes	Objection
Civil Aviation Safety Authority	No objection to the proposal
Transport for NSW	No response
Regional Growth NSW Development Corporation	No response

Assessment Response:

Lindsay May (affected landowner) - Lot 678 DP750152, 154 Mitchell Street, Parkes

The objection relates to concerns that rezoning part of the land from R5 Large Lot Residential to R1 General Residential will result in an increase in the rateable value of the land.

It is recommended that the land is rezoned (in it's entirety) from partial R1 General Residential and R5 Large Lot Residential. The land is able to be serviced by reticulated sewerage and water to support smaller allotments. The full rezoning of this area will allow for an orderly development of land and appropriate lot layout, which is supported by sealed roads.

Image 1: Current zone map

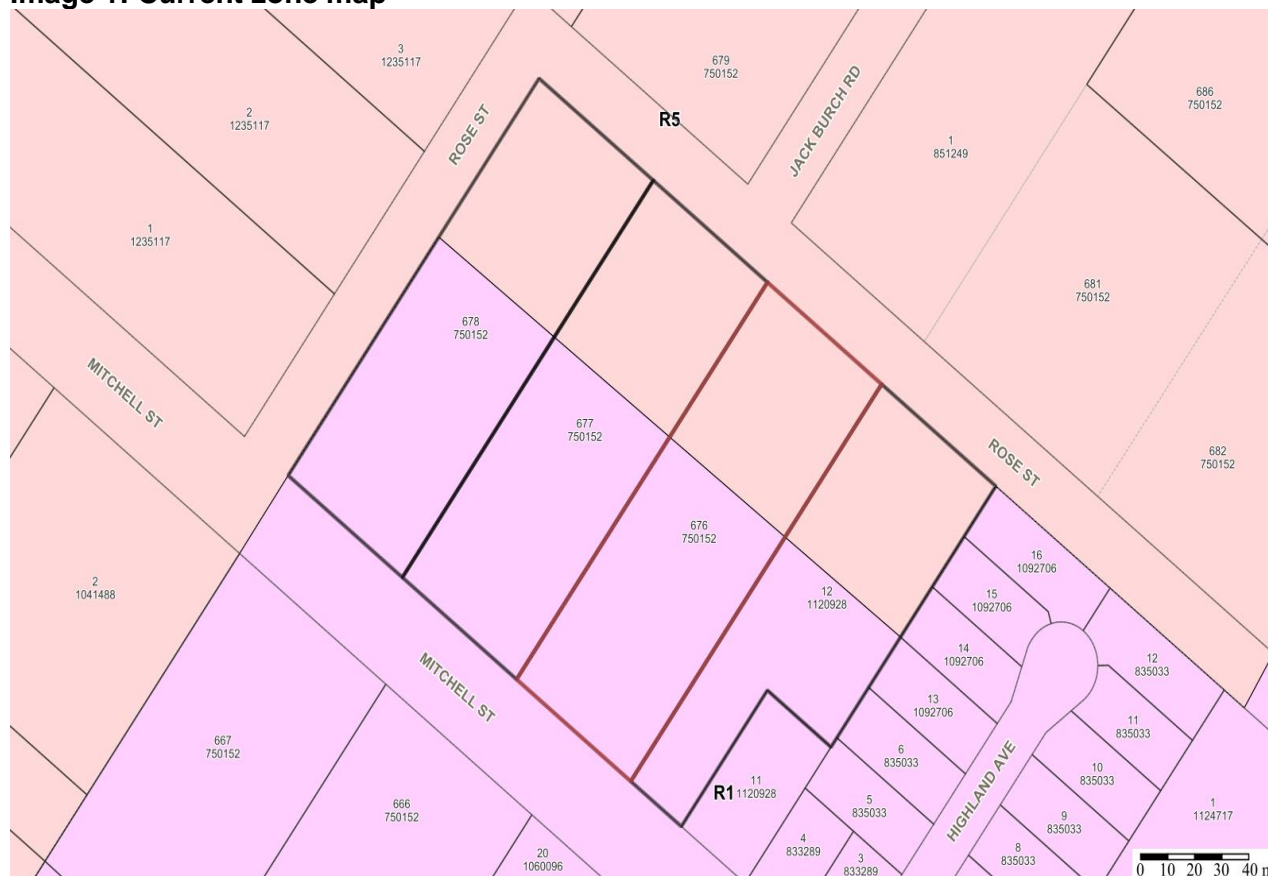


Image 2: Aerial map

5. Mapping

Parkes Shire Council does not currently have a GIS officer or in-house capability to prepare standard LEP mapping to the Department's requirements. Council will seek the support of the Department of Planning and Environment GIS Officers to prepare mapping, but this is not expected to be completed before 30 June 2022.

Council has been advised that a GIS Shapefile will be required to enable the Parkes Obstacle Limitation Surface Map be prepared in accordance with Department of Planning and Environment plan making guidelines. Council has sought assistance from the Civil Aviation Safety Authority to obtain this information.

6. Post exhibition changes

In the event that Council is unable to obtain the GIS Shapefile for the Parkes Obstacle Limitation Surface Map, Council will not be able to proceed with this amendment.

Attachment 3 - CASA response_ Parkes Housekeeping Planning Proposal

From: [Government and Parliamentary Services](#)
To: [Annalise Cummings](#)
Cc: [Government and Parliamentary Services](#)
Subject: CASA response: GI21/829: Planning Proposal PP-2021-4745 - Parkes Housekeeping Planning Proposal: Request for agency referral received Ref-1056 [SEC=OFFICIAL]
Date: Monday, 13 December 2021 4:35:02 PM
Attachments: [image001.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)

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OFFICIAL

Dear Ms Cummings

Thank you for your email below requesting the Civil Aviation Safety Authority's (CASA's) feedback for the Parkes Housekeeping Planning Proposal (version 2 November 2021), Ref-1056 refers.

CASA has reviewed the information provided and has no objections to the proposal.

I trust this information is of assistance.

Yours sincerely

Cathy Koch
Section Manager
Government and Parliamentary Services
Corporate Strategy & Transformation Branch
CASA/Corporate Services Division
p: 13 17 57
e: gps@casa.gov.au
Aviation House, 16 Furzer Street, PHILLIP ACT 2606
GPO Box 2005, Canberra ACT 2601
www.casa.gov.au


From: NSW Planning <planning.apps@planning.nsw.gov.au>
Sent: Wednesday, 1 December 2021 12:48 PM
To: Government and Parliamentary Services <GPS@casa.gov.au>
Cc: annalise.cummings@parkes.nsw.gov.au
Subject: RMS: Planning Proposal PP-2021-4745: Request for agency referral received Ref-1056



Your agency has received a referral request Ref-1056 for Planning Proposal PP-2021-4745.

This proposal relates to:

- Site address: PARKES
- Local Government Area: PARKES

Please log into the NSW Planning Portal to assess this request.

[Login](#)

This email has been automatically sent through the NSW Planning Portal. Please do not reply to this message.

For more information or assistance, please visit the [NSW Planning Portal](#) and view our [Frequently Asked Questions](#) or [Quick Reference Guides](#). Alternatively, you can call our help line on 1300 305 695.< /p>

|

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Attachment 4 - Objection to Housekeeping Planning Proposal - Lindsay May - 154 Mitchell Street, Parkes 06.12.2021

6 December 2021

Annalise Cummings
Parkes Shire Council
2 Cecile Street
PARKES NSW 2870

Dear Madam,

I wish to object to the rezoning of 154 Mitchell Street, Parkes to an R1 General Residential Zone. I have lived at this address for 42 years and have always paid an Ordinary Residential Rate. As I am a 92-year-old pensioner, I would not be able to afford the rise in rates that would occur as a result of the rezoning.

Kind Regards,

Lindsay May.



11.4. (DPCS) Parkes Shire Local Heritage Grant Funds

Prepared By:

Director Planning and Community Services

Executive Summary

Council with financial support from the NSW Office of Environment and Heritage has facilitated a Local Heritage Grant Fund since the early 2000's. The purpose of the fund is to provide small grants, to reinstate, restore or repair an element of a building with heritage significance.

Councils can set the funding criteria for a Local Heritage Grant Fund. Parkes Shire has on occasion undertaken targeted campaigns, notably:

- Complete financial year expenditure on the Trundle Hotel verandah
- Complete financial year expenditure on the Parkes Showground Grandstand
- Complete financial year expenditure on the Trundle Main Street Buildings (over two consecutive financial year periods)

The Peak Hill main street contains several historic buildings with attached awnings. An inspection of the Peak Hill awnings was previously undertaken in which multiple awnings were identified to be potential safety risks given their dilapidation over time.

It is therefore sought that a target heritage grant campaign be undertaken where funding is exclusive to the upgrade of awnings within the Peak Hill main street heritage style. A subsequent report will be tabled at an ordinary meeting of Council seeking endorsement for a targeted campaign.

Background Information

Nil.

Legislative or Policy Implications

Nil.

Budget and Financial Aspects

Nil.

Recommendation

1. The Council endorse a targeted campaign to limit funding opportunities to awnings within the Peak Hill Main Street.
2. That funding under the Local Heritage Grant Fund 2022-23 only be granted to projects for the repair / restoration of building awnings within the Peak Hill Main Street.

Report

Council with financial support from the NSW office Environment and Heritage has facilitated a Local Heritage Grant Fund since the early 2000's. The purpose of the fund is to provide small grants, to reinstate, restore or repair an element of a building with heritage significance.

The NSW Office of Environment and Heritage typically provide between \$4,000.00 - \$6,000.00 annually, which Council is required to match on a \$1:\$1 or \$1:\$2 basis. Council generally provides between \$12,000.00 to \$14,000.00 per annum in addition to the NSW Office of Environment and Heritage funding.

Councils can set the funding criteria for a Local Heritage Grant Fund. Parkes Shire has on occasion undertaken targeted campaigns, notably:

- Complete financial year expenditure on the Trundle Hotel verandah
- Complete financial year expenditure on the Parkes Showground Grandstand
- Complete financial year expenditure on the Trundle Main Street buildings (over two consecutive financial year periods)

The Peak Hill main street contains several historic buildings with attached awnings. An inspection of the Peak Hill awnings was previously undertaken in which multiple structures were identified to be potential safety risks given their dilapidation over time.

It is therefore sought that a targeted heritage grant campaign be undertaken where funding is exclusive to the upgrade of awnings within the Peak Hill main street in heritage style. A subsequent report will be tabled at an ordinary meeting of Council seeking endorsement for a targeted campaign for local heritage grant funds to be allocated to awnings at Peak Hill.

Attachments

- 1 Heritage - Heritage Fund Guidelines 2022-2023

Attachment 1 - Heritage - Heritage Fund Guidelines 2022-2023

LOCAL HERITAGE FUND GUIDELINES

Background

The Parkes Local Heritage Fund was established by Parkes Shire Council, with assistance from the NSW Heritage Branch.

Aim of the Fund

The aim of the fund is to provide funding assistance to owners and managers of historic properties to undertake research or conservation works on the properties. The overall aim being, to encourage the conservation of places and buildings of heritage significance within the Parkes Shire Local Government Area.

Invitation to Apply

Owners, occupiers or managers of heritage buildings with awnings in the Peak Hill Main Street are invited to apply. If you are not the owner, you must have the permission of the owner to apply for the grant.

What will be funded?

Projects which involve the repair, maintenance or reinstatement of missing items on heritage structures within Parkes Shire. This may include fences, verandahs, windows, roof cladding and decorative detail.

Which projects won't be funded?

Funding will generally **NOT** be provided for the following projects:

- Where assistance is reasonably available from another source;
- Where substantial assistance has previously been provided;
- Where the applicant has yet to complete other projects assisted by this fund or other Council funding;
- Purchase of a building, site or moveable item;
- A new addition to a heritage building;
- Addition of new internal fittings such as a kitchen or bathroom;
- Relocation of a heritage building or work on a relocated heritage building; or
- Work on a government owned building still used for a government purposes.

Amount of funding provided for individual projects

A dollar for dollar grant up to \$5,000.00 excluding significant heritage projects. Grants must not exceed 50% of the total approved work. Payment of grants will not be made until the project is complete and a final report is received and the work inspected by Council.

Be advised that if you are allocated funding and do not complete your project by the end of April, your grant funding amount may be forgone for the year.





Selection Criteria

Funding is targeted to projects with:

1. Sustainable long term heritage benefits e.g. main street;
2. Public benefit and enjoyment;
3. Innovation and leadership;
4. Capacity and commitment to undertake the project;
5. Funding equity and cost effectiveness;
6. Urgent works to avert a threat to a heritage item; and
7. Little or no prior funding received.

What You Need To Do to Apply?

1. Background Research

It will assist your case if you can properly demonstrate why the work you propose is appropriate from a heritage point of view. To do this you may need to do some research, e.g. the library or the local historical society may have information on the building including photographs. Council's Heritage Advisor may have some suggestions to follow up on.

2. Proposed Work

Consult Council's Heritage Advisor about the intended works, as a report can be provided which will assist with the completion of the application. You then need to decide in detail what work you want to carry out. This should be put down in a clear, item by item job schedule (list of project tasks to be completed).

3. Quotes

Get at least two (2) quotes for all of the project work from registered tradespersons. Put these costs alongside the schedule of work you have prepared.

4. Plans and Sketches

Depending on the size of the job you may need these to attach to your application.

5. Photographs

Take before photographs/images.

6. Fill in the Application Form

Applications must be submitted to Council by **Friday, 19 July 2019**.

Questions?

Contact Planning and Environment Department on (02) 6861 2373 to discuss the extent of the proposed work, eligibility and other details of your project or to make an appointment with Council's Heritage Advisor.

Processing your Project Application

- Parkes Shire Council will acknowledge receipt of your application within 21 days of the closing date. In assessing your application the quality and clarity of information provided will be taken into account.
- Projects will be assessed and approved by Council.
- A funding offer and contract will be sent to successful applicants. Council will advise applicants if successful/unsuccessful in receiving funding late September 2016.

12. DIRECTOR OPERATIONS

12.1. (DO) Major Projects & Current Works Progress Report

Prepared By:

Director Operations Ben Howard

Executive Summary

This report presents an update on the current major projects within the 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.

Background Information

Monthly status report to keep Councillor's abreast of projects being undertaken within the Shire.

Project Delivery Program Implications

The resolution in this report will primarily affect the Delivery Program Future Direction relating to: COUNCIL+ *Council*

Risk Assessment

An assessment of the challenge posed to Council implementing the action/s contained in this report, in the current environment with available resources: Low

Budget and Financial Aspects

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

Recommendation

1. That the information be received and noted.

Report

Nil

Attachments

1. Major Projects & Current Works - Progress Report as at 17 May 2022

Attachment 1 - Major Projects & Current Works - Progress Report - May 2022

Location	Project Description	Due Date	Budget	Actuals	Status
Parkes Shire	Spicer Oval Amenities	20/10/22	\$2,615,000	\$864,999.70	In Progress
	Comments	<ul style="list-style-type: none"> • seating and concourse works formed for preparation of concrete pour • Structural steel completed • Light weight framing completed • ARC panel roofing completed, flashings and roof stormwater 75% completed • Rough in of mechanical, electrical and hydraulic services 95% completed • External Drainage works commenced <p>Next Steps:</p> <ul style="list-style-type: none"> • Brick veneer scheduled to commence 12/5 • External Cladding • Lining of internal walls and suspended ceilings • Completion of rough in of all services including testing 			
Parkes Shire	Currajong Street Roundabout	30/6/22	\$865,000	\$530,816	In Progress
	Comments	<ul style="list-style-type: none"> • Final AC layer placed and 100% completed • Installation of concrete medians commenced • Signage installed and 100% completed • Landscaping 100% completed • Lighting Design 100% completed, installation scheduled for coming 3 weeks • Footpath works 80% complete • Reopening end May to full traffic 			
Parkes Shire	Harrison Park	30/6/2022	\$150,000	\$132,322	In progress
	Comments	<ul style="list-style-type: none"> • Pavement Works 100% completed • Drainage 90% complete • AC scheduled for early June based on contractor availability • Temporary roadway seal scheduled due to contractor availability 			
Parkes Shire	Skate Park Upgrades and Construction	30/6/2023	\$780,000	\$12,775	In Planning
	Comments	<ul style="list-style-type: none"> • Detailed Design completed for Trundle • Detailed Design for Parkes 80% completed • Detailed Design for Parkes Pump Track 80% completed • Tender Documentation currently being prepared to release to market in July 2022 • Tender consideration to August Council meeting • Works scheduled to commence September 2022 			

12.2. (DO) Splash Park Community Consultation Report – Your Say

Prepared By:

Director Operations

Executive Summary

Council recently conducted community consultation to seek feedback on the preferred style of the water play space the community would like to see constructed in Parkes. This will allow Council to have some detailed designs developed to submit with a future application in the next round of funding that becomes available.

Background Information

Over the years Council has received feedback from the community through different community consultations sessions about building a water play space in Parkes. Kelly Reserve has been identified as the most suitable location for a water play space in Parkes, as it will further enhance the Kelly Reserve precinct as a social hub and gathering space, providing an entertaining and engaging space for the community and visitors to Parkes.

This project is a collaboration with CMOC-Northparkes Mines (Northparkes) who are providing funding to develop a facility that fosters healthy lifestyles and a family friendly activity for the community. In 2019, Northparkes celebrated 25 years of operation. As part of these celebrations, they made a financial contribution to council to be put towards community facilities to acknowledge the ongoing support of the Parkes community in which Northparkes operates and to recognise the contribution the Parkes community has made to Northparkes over this time.

Legislative or Policy Implications

Nil.

Project Delivery Implications

ACTIVITY+ *Active Recreation*

Risk Assessment

An assessment of the challenge posed to Council implementing the action/s contained in this report, in the current environment with available resources: Low

Budget and Financial Implications

\$50,000 is currently allocated in this years Operational Budget to prepare detailed designs to enable Council to seek future grant funding to deliver this project.

Recommendation

- 1 That Council accept the consultation report and commence preparations for the development of a Request for Quotation (RFQ) for the design services of the Parkes Splash Park

Report

During the consultation period, Council had 671 people participate in the consultation process. As part of the process, community members were asked to vote for their preferred style of water park, as well as provide commentary as to why.

Option 1 was a natural play space which included predominantly natural materials, such as plants, rocks, logs, sand, mulch and water, often combined with custom play equipment to provide a variety of experiences.

Option 2 was a water play space, which includes a large splash pad with play features for all inclusive, accessible fun for children.

See voting results below:

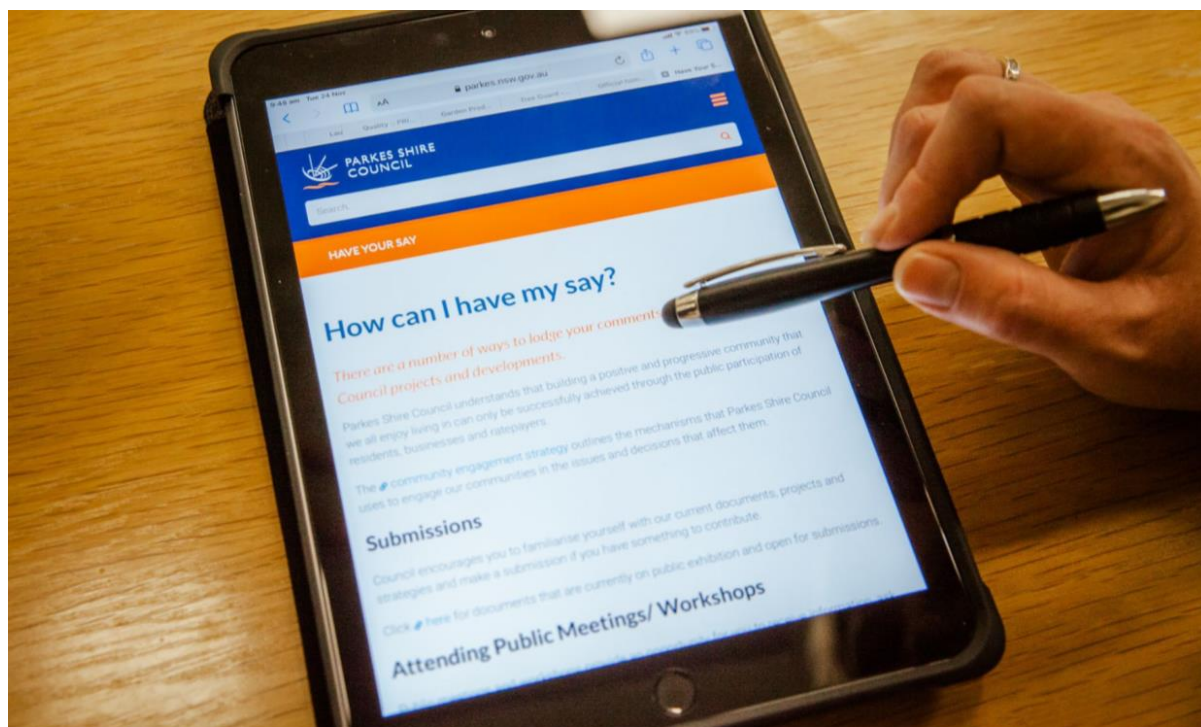
- Option 1 - 130 votes
- Option 2 - 417 votes

Some of the key themes throughout the comments included:

Option 1	Theme	Option 2	Theme
Better suited for old and young, not just kids	Inclusive	More fun for kids	Child friendly
Design is unique and interesting	Aesthetics	Bright and inviting	Aesthetics
Kids need nature play and they should be left to let their imagination take over when playing	Sensory	Accessible water fun for children of all ages	Inclusive
This format will blend naturally into the environment while providing a great play space	Environment	This looks safer than the first option and has shade	Safety

Attachments

1. Water Park Consultation Report

Attachment 1 - Water Park Consultation Report

Your Say Parkes

Help Design the Kelly Reserve Water Play Place

Consultation period: 18 March – 8 April 2022

Consultation Overview





Over the years, Council has received feedback from the community through different community consultations sessions about building a water play space in Parkes. Kelly Reserve has been identified as the most suitable location for a water play space in Parkes, as it will further enhance the Kelly Reserve precinct as a social hub and gathering space, providing an entertaining and engaging space for the community and visitors to Parkes.

Council recently conducted community consultation to seek feedback on the preferred style of the water play space the community would like to see constructed in Parkes. This will allow us to have some detailed designs drafted to submit with an application in the next round of funding that becomes available in the future.

This project is a collaboration with CMOC-Northparkes Mines (Northparkes) who are providing funding to develop a facility that fosters healthy lifestyles and a family friendly activity for the community. In 2019, Northparkes celebrated 25 years of operation. As part of these celebrations, they made a financial contribution to council to be put towards community facilities to acknowledge the ongoing support of the Parkes community in which Northparkes operates and to recognise the contribution the Parkes community has made to Northparkes over this time.

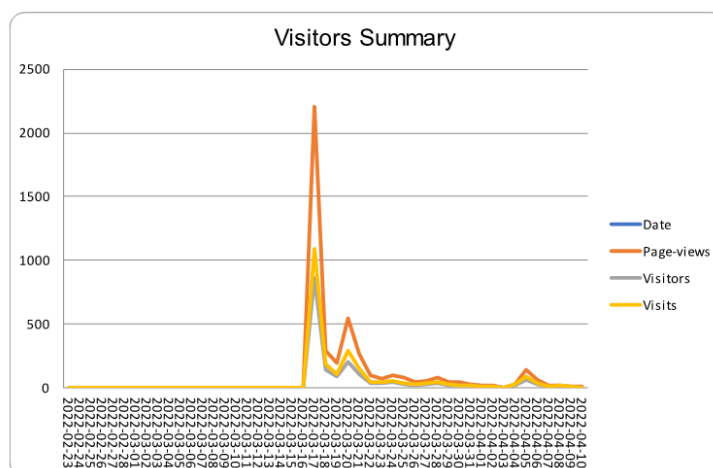
Distribution Channels

A range of distribution channels were utilised to notify the Parkes Shire community of the consultation, the main channel being Your Say Parkes. Other channels included:

<p>Your Say Parkes</p>  <p>Your Say Parkes eNews blast</p>	<p>Digital & eDMs</p>  <p>Parkes Shire Council Monthly eNews Parkes Shire Council website Local school newsletters</p>
<p>Social Media</p>  <p>Facebook, LinkedIn and Twitter, including paid and organic posts.</p>	<p>Traditional Media</p>  <p>Parkes Champion Post Inserts into Parkes and Canowindra Phoenix Peak Hill District Times Radio 2PK/RokFM Peak Hill Community Radio</p>

Your Say Parkes Visitor Summary

Total Visits - 2.59K

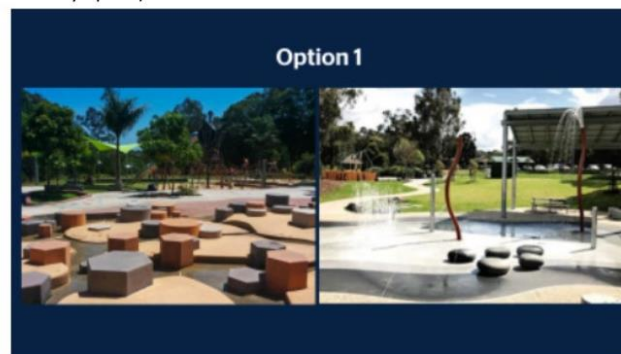


Your Say Traffic Source Summary

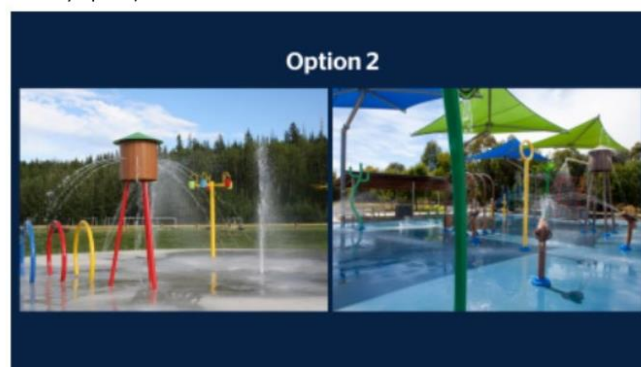
Traffic Channel	Source	Aware Visits	Informed Visits	Engaged Visits
Direct	-	1049	892	775
Referrals	android-app	2	1	0
Referrals	www.parkeschampionpost.com.au	86	74	2
Referrals	www.peacekeeperhq.com	3	1	0
Email	ehq	1	0	0
Email	ehq_newsletter	226	139	6
Social	facebook	1205	549	13
Social	twitter	4	1	0
Search Engine	google	6	3	0
.GOV sites	gov	5	3	0

Consultation Results

- We had 671 engaged participants
- Option 1 (Natural Play Space) received 130 votes



- Option 2 (Water Play Space) received 417 votes



Themes

In addition to voting, we asked our community members to tell us why they preferred the option they voted for. Some of the key themes throughout the comments included:

Option 1	Theme	Option 2	Theme
Better suited for old and young, no just kids	Inclusive	More fun for kids	Child friendly
Appears to a wider age range	Inclusive	Fewer safety issues	Safety
Design is unique and interesting	Aesthetics	Fun and colourful	Aesthetics
Kids need nature play and they should be left to let their imagination take over when playing	Sensory	Kids prefer this one	Child friendly
This format will blend naturally into the environment while providing a great play space	Environment	More family friendly	Child friendly
Offers more creative play	Sensory	More inclusive for all ages and abilities	Inclusive
Definitely this one due to being able to use it all year round	Inclusive	Bright and inviting	Aesthetics
More pleasing to the eye	Aesthetics	Fun for the kids	Child friendly
Supports children's development	Sensory	Accessible water fun for children of all ages	Inclusive
It really shows what Parkes is about, which is nature	Environment	More child friendly	Child friendly
A more versatile space for use all year round	Inclusive	More exciting, appealing, and vibrant	Aesthetics
It caters for a broader scope of people, which is the purpose of public spaces	Inclusive	Looks less likely to cause injury than option 1	Safety
Loving the use of natural products. It will set our water space apart from those in the area- Dubbo & Forbes	Environment	Bright and inviting exactly what young children will enjoy	Aesthetics
Making it a sensory environment will also bring a welcome piece of peace and quiet to a play area	Sensory	Looks more safer, kids would engage more with the colours	Safety Aesthetics
We love the dynamic this brings - nature, water, spatial development, climbing, strengthening and creativity	Sensory	This looks safer than the first option and has shade	Safety
Love this as it caters for all ages	Inclusive	Much safer looking, fun design, inclusive for all children	Safety Inclusive
Adventure, aid in development of other skills, balance, play, problem solving and a little different to our neighbouring town	Sensory	This is bright, looks safer and more fun for kids	Aesthetics Safety Child friendly

12.3. (DO) AAA Report – Australian Airports Association

Prepared By:

Director Operations

Executive Summary

Council's Manager Facilities attended the New South Wales State Division Meeting of the Australian Airport Owner's Association at Albury on Thursday, 17 March 2022.

The meeting provides the aviation industry an opportunity to discuss aviation related issues with the legislative bodies that regulate airports across Australia.

Background Information

Parkes Shire Council has been a member of the Australian Airport Owners Association for many years and have been appreciative of the efforts the Association to champion Airports at all levels of government and represent Airport Owners when liaising with legislative changes with the Civil Aviation Safety Authority, AirServices Australia and Department of Home Affairs.

A summary of presentations is provided in the report.

Legislative or Policy Implications

Nil

Project Delivery Implications

TRANSPORT+ *Aerodromes*

Risk Assessment

An assessment of the challenge posed to Council implementing the action/s contained in this report, in the current environment with available resources: Low

Budget and Financial Implications

NIL

Recommendation

1. For the information of Council

Report

Following a welcome by NSW Chair, Julie Stewart of Ballina Airport, Presentations at the Meeting were as follows:

James Goodwin, CEO of the Australian Airport Association (AAA)

AAA Strategic Update, financial update and membership growth. In the 40th year of the Association, the strategic direction for the AAA over the coming year will include a roadmap for Covid Recovery for the sector, connected and engaged membership, governance and financial sustainability.

A priority focus will be relief for aviation industry and recovery, security and border processing, regulation, airport funding and environment and planning.

The Association will lobby for government support for aviation funding. Particularly for net zero for air transport, aviation technologies and PFAS.

The skills shortage was also addressed in relation to workforce development, attracting the right people and consideration for housing/accommodation for a broader view.

Sam Leighton, Policy and Advocacy - AAA

MOS139 Amendment implementation - 198 aerodromes successfully retained CASA certification.

Additional Best Practice guidance documentation will be available to members including guidance and training on offensive and disorderly passengers.

The Association's online education courses, defence payments and RAAus partnerships were also discussed.

Jason Rainbird, Section Manager Aerodromes, CASA

Confirmation of communication avenues for CASA - manuals, methods of works plans and technical reports to aerodromes@casa.gov.au. Standardised advice on regulatory services it to be directed to the Guidance Delivery Centre.

Transition of MOS139 has led to new advisory circulars being developed.

CASA Surveillance will be conducted for 80 plus aerodromes each year, Group A annually (Sydney, Melbourne, etc) and the remainder may have desktop.

Industry - ICAO has an OLS taskforce to investigate land use affects with EVTOL/Vertiports - electric planes. With additional consideration for solar, 3 phase power, apron requirements etc.

Daniel McLeod, Customer Engagement Senior Advisor, Airservices Australia - AA

Air traffic is currently at 65% pre-covid and is expected to meet the pre-covid figures by mid calendar year.

AA support major airport infrastructure to invest in performance enhancing technologies and airport collaborative decision making (ACDM) for airspace modernisation.

Airport needs - maximum return on asset investment, balancing capacity and demand, building resilience and fostering growth.

Sarah Teasey, Director Airport Security Policy Section, Department of Home Affairs.

Regulatory Review Reports are due end of March 2022.

ASIC and MSIC are transitioning to a Single Issuing Authority over 2022.

Compliance activities are continuing with security, ID control and screening.

Air Cargo reform - security screening at larger Regional Airports to be introduced.

Tier Review Categorisation deferred to end of 2022 due to Covid implications on passenger numbers.

Phil McClure, Assistant Secretary, Airports Branch, Department of Infrastructure, Transport, Regional Development and Communication.

Overview of Aviation Recovery Framework. Framework released in December for five years to initially gauge the impact and then implementation of a more immediate plan.

Strategic priorities for infrastructure, efficiency in aviation, connecting regionals, sustainable workforce, General Aviation and Drones.

Funding will be available for Women in Aviation initiatives. Other funding available under the Regional Aviation Programs (RAP) and Remote Airstrip Upgrade (RAU).

National emerging aviation technologies policy statement is underway as ICAO are looking at changes to airspace and infrastructure - looking for synergies in the timing.

Andre Younes, General Manager, Western Sydney Airport.

Western Sydney Airport is scheduled for opening in 2026. The earthworks phase is nearing completion. Terminal construction has commenced.

Predicted cargo is 220,000 tonnes in the first year to then be 1million tonnes over time.

Western Sydney Airport's vision is be the choice for regional aviation new services with an integration of domestic and international services, unrivalled customer experience with a modern road/rail interface.

Welcome to Albury - Mayor Cr Kylie King

Acknowledged Country

Touched on the skills shortage affecting all sectors including the aviation industry.

Importance of connected communities through airports and commended the Airport Industry on its resilience.

Chief Inspector Colin Green, Counter Terrorism & Special Tactics Command, NSW Police.

The aviation focus for the unit is to have processes and procedures in place for safety to prevent the wrong things going through. They conduct vulnerability assessments, provide advice and Regional Airport Security Programs (RASP). RASP locations are Tamworth, Port Macquarie, Albury, Coffs Harbour, Ballina, Dubbo, Newcastle, Wagga and Armidale.

The National Terrorism Threat is Probable.

Airports are terrorist targets due to mass gatherings of people. Basic weapons' having the greatest impact.

Airports to watch out for reconnaissance and rehearsal behaviors. A common threat - all attacks have hostile reconnaissance.

Training will be provided to Airports regarding terrorism threat briefings, hostile reconnaissance guidelines and a case study on a Coffs Harbour incident.

Ryan Piper, Morris and Piper Advisory

Grant writing specialists discussed lobbying - how to find the right bucket and how to prioritise and align grant funding applications.

Airport and Corporate Members Update**Albury Airport**

Western precinct of the airport is being contemporised for future development. changing old halogen lights to LED for sustainable environment. Aviation marketing strategy to be revitalized.

Currently at 71% PAX compared to pre-covid figures.

Newcastle Airport

Military Base with approximately 12 months of GA free.

Defence airfield upgrade works underway with Runway upgrade to Code E. currently in design stage for terminal expansion.

Bonza Airlines flights to Sunshine Coast and Whitsundays.

Currently at 58% PAX compared to pre-covid figures.

Griffith Airport

Planning for a resheet of runways in 2023.

Master planning underway.

Currently at 30 to 40% flights compared to pre-covid figures.

Merimbula Airport

Airport closed to extend runway west and south and for additional strengthening. \$20M funding enabled the airport to now be ATR Q400 compliant.

December 2021/January 2022 passenger numbers strong with 40 flights per week.

Ballina Airport

Challenges with flooding.

Installing body scanners, tender ready for runway overlay, BBRF Grant for bagroom extension.

Landuse/Master Plan activities underway.

December to March - over 200,000 pax and 82 flights per week

Easter - 104 flights per week.

Ballina is the Number 1 and 2 for routes Ballina/Sydney and Melbourne/Ballina across Australia.

Dubbo Airport

Capital Works Airside - \$1.2M for northern apron expansion and \$300k for stormwater upgrades.

Airlink Maintenance Hangar \$2M

Landside works - RFS Academy Accommodation and Flight Simulator Project.

PAX numbers for January and February at 50% pre-covid. Overall financial year to date at 23% pre-covid.

Parkes Update

RAAus Fly in 1 to 3 April

Hosting Regional Police Stop-stick training

Preparing for Elvis

Pre-Covid Flight schedule slowly resuming.

Corporate Member Update

Provided by:

- 270 Aviation
- Downer
- Smiths Detection
- Collins Aerospace
- Morris Piper Advisory
- Airport Lighting Specialists
- Global Airspace Solutions
- Leading Edge Management
- AVCRM
- Avadata

Attachments

- 1 Regional Airport Priorities

Attachment 1 - Regional Airport Priorities**1. Aviation Recovery Framework – COVID-19 Recovery**

- Australian Government assistance to airports has been valuable, in spite of the relatively small percentage (less than 10%) of the more than \$5 billion in support provided to the aviation industry since COVID began.
- The Australian Government has released an Aviation Recovery Framework which sets out new policies to reposition aviation post-Covid to ensure a competitive, safe and secure aviation network. Strategic priorities of the Framework include connecting regional communities, optimising airport infrastructure and building a sustainable pipeline of workforce skills.
- **Solution:** *While the commitment by state and territory leaders at National Cabinet to keep borders open in 2022 will alleviate some of these pressures, airports will still need support from the Australian Government to continue providing essential transport services.*

2. Upgrading infrastructure

- The number one medium to long-term concern for regional airports is asset and infrastructure maintenance.
- **Solution:** *Top up of funds for the Regional Airports Program (RAP) and Remote Airstrip Upgrade Program (RAUP).*
- *A refreshed four-year RAP and RAUP grant program that supports and upgrades essential, safety-critical aeronautical infrastructure at regional and remote airports. The current RAP and RAUP criteria that fully funds projects worth under \$300,000 should also be maintained.*
- *A new four-year grant program to unlock essential investment in aeronautical infrastructure at 17 mid-sized regional RPT airports, which are too large to qualify for existing regional programs (RAP/RAUP), but without sufficient revenue and passenger volumes to fund projects with their own means.*
- *Improving and expediting processes for approving development proposals at regional airports, particularly Environmental Effects Study and EPBC Act processes, which are often disproportionate to a project's environmental impact.*

airports.asn.au



3. Skills

- Airports are suffering from shortages in skilled personnel in a range of safety and security critical roles, particularly in the regions.
- There are multiple causes: workforce demographics, regulatory changes and competition for skilled workers in tight regional labour markets.
- **Solution:** *Skills inquiry to specifically examine the skills needs of airports and the on-airport firms that support the aviation industry.*

4. Safeguarding regional airports and airspace

- Safeguarding airports and airspace from inappropriate land-uses and development and free of curfews and restrictions is important for maintaining an effective and efficient national transport network.
- Safeguarding is not just an issue for capital city airports, but also for airports in fast-growing regional cities facing urban encroachment.
- **Solution:** *Airport safeguarding will be achieved by incorporating the National Airports Safeguarding Framework Group (NASFG) into state/territory planning systems.*

5. New aviation technologies

- The AAA recommends Airservices works with airports, CASA and other regulators to ensure safe integration of new aviation technologies (large drones, urban air mobility and vertiports) into the conventional airport and aviation environment to minimise the hazards and increase the opportunities for industry, governments and the public.
- The AAA recommends the government support research into the benefits of new aviation technologies at airports, particularly in regional and outer suburban Australia.

6. Net Zero by 2050 transition support

- Domestic aviation accounts for around 1.7% of Australia's greenhouse gas (GHG) emissions.
- The airport business straddles three different areas of (GHG) emissions:
 - 'Scope 1' emissions directly owned or controlled by airports such as heating and cooling systems, terminal and runway lighting and airport vehicle fleets
 - 'Scope 2' emissions from off-site electricity and gas supplies purchased by airports
 - 'Scope 3' related to airport operations, including aircraft operations, commercial & retail tenants, third party ground support equipment and vehicles, ground transport (cars, buses, trains), aviation fuel, construction activities and offsite waste management.
- **Solution:** *Research shows a program supporting regional airports to reduce Scope 1 & 2 emissions would have the greatest effect, while a broader effort is required to tackle Scope 3 emissions.*

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13. DIRECTOR INFRASTRUCTURE

13.1. (DISF) Major Project & Current Works - Progress Report

Prepared By:

Director Infrastructure & Strategic Futures

Executive Summary

This report presents an update on the current major projects within the Shire being managed or undertaken by Council's Infrastructure & Strategic Futures Department. The report outlines work that has been carried out over the past month and is provided for the information of Councillors.

Background Information

Monthly status report to keep Councillor's abreast of projects being undertaken within the Shire

Project Delivery Program Implications

The resolution in this report will primarily affect the Delivery Program Future Direction relating to: COUNCIL+ *Council*

Risk Assessment

An assessment of the challenge posed to Council implementing the action/s contained in this report, in the current environment with available resources: Low

Budget and Financial Aspects

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

Recommendation

1. That the information be received and noted.

Report

See Attachemet

Attachments

- 1 (DISF) Major Projects & Current Works - Progress Report

Attachment 1 - (DISF) Major Projects & Current Works - Progress Report

Location	Project Description	Due Date	Budget	Actuals	Status
Parkes - Peak Hill	Water Supply Drought Relief Program	30/06/2022	4,070,000	\$1,177,380	In Progress
	Comments	Bore refurbishment works continuing, completed upgrade of Bores 1, 3, 4, 5. Working on upgrade options for Bore 2. Alternate route for connecting pipeline awaiting further negotiations with landholders.			
Parkes - Peak Hill	Town Water Security Program	28/02/2021	\$2,032,075	\$1,901,938	Awaiting Feedback
	Comments	Business Case has progressed to INSW Gate 2b review, awaiting feedback for final gate review.			

14. CONSIDERATION OF COMMITTEE MINUTES

14.1. Committee Minutes - Community Financial Assistance Program Round 2 2021/2022

Prepared By:

Shona Henry

Executive Summary

The Community Financial Assistance Program Evaluation Panel met on 10 May 2022 to assess applications received in Round 2 of the 2021/2022 Program.

Background Information

The Parkes Shire Community Financial Assistance Program (CFAP) was established to assist Council in providing a fair, equitable and transparent process for the distribution of public money, or in kind assistance under Section 365 of the Local Government Act, 1993 to local community groups and organisations in the Parkes Shire. This assistance is limited to not for profit organisations who demonstrate local membership or participation and/or are undertaking a project or provide a service demonstrating significant local benefits. Along with the Community Financial Assistance Policy, an assessment matrix or scorecard was developed is to assist in maintaining consistency when assessing and scoring applications.

Legislative Information

Sec 356 Local Government Act Parkes Shire Council Community Financial Assistance Policy

Project Delivery Program Implications

COUNCIL+ *Council*

Risk Assessment

An assessment of the challenge posed to Council implementing the action/s contained in this report, in the current environment with available resources: Low

Budget and Financial Aspects

There is \$5,478 remaining in the Sec.356 Donations budget for 2021/2022. The budget for the 2022/2023 Financial year will be \$17,993.

Recommendation

1. That the Minutes of the Community Financial Assistance Program Evaluation Panel held on 10 May 2022 be received and the following recommendations of the Panel be endorsed.

Organisation/Group	Activity	Amount
Naidoc School Initiatives	Schools program	\$450.00
Country Women's Association - Oxley group	Junior Public Speaking Competition	\$300.00
Bogan Gate Community Memorial Hall	Bogan Gate 125th Anniversary Celebrations	\$1,000.00
TOTAL		\$1,750.00

Attachments

- 1 Minutes of the Community Financial Assistance Program Evaluation Panel meeting held on 10 May 2022.

Attachment 1 - MINUTES 2021 2022 Evaluation Panel 10.05.2022



PARKES SHIRE COUNCIL

Our Mission: To Deliver Progress and Value to our Community

COMMUNITY FINANCIAL ASSISTANCE PROGRAM (CFAP) 2021-2022

EVALUATION PANEL ROUND 2

MINUTES

10 MAY 2022

Minutes of the meeting of the CFAP Evaluation Panel held in the Councillors room and via Teams commencing at 2.30pm for the purpose of considering applications received for Round 2 of the 2021-2022 Program.

GENERAL MANAGER: Kent Boyd

Parkes Shire Council
Community Financial Assistance Program Evaluation Panel Meeting 10 May 2022

Minutes

Community Financial Assistance Program - Evaluation Panel

Minutes of the Community Financial Assistance Program Evaluation Panel Meeting held in the Councillors Room and via Teams at 2.30pm on Tuesday 10 May 2022.

The Evaluation Panel was established to assess Community Financial Assistance applications in accordance with the Community Financial Assistance Policy (Policy). An Assessment Scorecard was also developed to assist the assessment of applications based on

Incorporated not for profit
Community Group auspiced by NFP
Individual
Previous assistance from Council
Completed by Application cut-off date
Not eligible to apply for other Council grant assistance

Assessment Criteria

Degree of benefit to the community aligned with the Community Strategic Plan
Amount of resident participation
Level of Consultation and/or collaboration with other local groups
Organisational capacity to deliver the program or project

PRESENT

Deputy Mayor Councillor Neil Westcott (Chair)
Councillor Jacob Cass
Councillor Bill Jayet

Together with:
Director Customer, Corporate Services and Economic Development - Cian Middleton
Governance, Audit & Risk Lead - Shona Henry

MEETING COMMENCEMENT

Meeting commenced at 2.30pm.

1 APOLOGIES

Nil.

2 DECLARATIONS OF INTEREST

Nil.

3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

The Evaluation Panel last met in June 2021 to consider applications in Round 1 of the 2021/2022 Community Financial Assistance Program.

The applications were seeking assistance with leasing arrangements over Council owned properties.

The Panel's recommendations were tabled at Council meeting of 15 June 2021 and adopted. A Notice of Recission was then tabled at Council's meeting of 20 July 2021 and adopted.

Endorsed Recission Motion (21-258)

1. A staged introduction of market leasing charges over three (3) years be implemented (incremented by a third i.e. 33% of market rental, 66% of market rental, 100% of market rental).
2. That the lease with the group referred to in Item 8 (*Parkes Early Childhood Centre*) commence in January 2022.
3. That a meeting with the executive of the groups referred to in Item 3 (*Neighbourhood Central*) and Item 8 (*Parkes Early Childhood Centre*) be held to outline the possible purchase of their respective properties.
4. (a) That the group referred to in Item 9 (*Parkes Arts & Craft*) be advised that Council would not continue to hold the facility lease.

(b) That Council discontinues the current subsidy uniformly over the next three (3) years. (reduced by a third i.e. 100% of market rental, 66% of market rental, 33% of market rental)

The Evaluation Panel were advised that Council staff actioned that recission motion.

4 APPOINTMENT OF PANEL MEMBERS

4.1 Appointment of Community Financial Assistance Evaluation Panel members

A new term of Council was elected on 04 December 2021.

At Council's meeting of 15 March 2022 Council appointed Deputy Mayor Cr Neil Westcott, Councillor Jacob Cass and Councillor William (Bill) Jayet to Community Financial Assistance Program Evaluation Panel.

Recommendation

1. That the appointment of Cr Westcott, Cr Cass and Cr Jayet be noted.
2. That Deputy Mayor Cr Westcott hold the Chair for the meetings.

Moved Cr Jayet, Seconded Cr Cass

CARRIED

At this stage Cr Jayet provided a brief background of why the Community Financial Assistance Program and the Evaluation Panel were established and outlined some of the successful applications received for the information of the new Councillors to this Panel.

5 APPLICATIONS

5.1 Round 2 Community Financial Assistance Program 2021/2022

Executive Summary

A summary of the applications received under Round 2 of the 2021/2022 program was provided for the information and consideration of the Community Financial Assistance Program Evaluation Panel (Cr's Westcott, Jayet & Cass).

8 applications were received under Round 2 of the 2021/2022 Community Financial Assistance Grants Program. 5 organisations are seeking a reduction of rates and charges on their properties within the Shire, and 3 organisations or community groups are seeking financial assistance towards a proposed event or project.

The Panel were advised that as the rates and charges levy had not been set for 2022/2023 the organisations seeking assistance with their rates and charges had been contacted and advised that their applications will be held over until the next round of the Program (*June/July 2022*)

There was \$5,478 remaining in the 2021/2022 Budget. The budget for the 2022/2023 Financial year will be \$17,993.

Recommendation by Evaluation Panel

1. It was the consensus of the Evaluation Panel that the recommendations listed below for Sec.356 donations under Round 2 of the Community Financial Assistance Program 2021/2022 totalling \$1,750.00 be tabled at the next meeting of Council for endorsement.

Organisation/Group	Activity	Amount
Naidoc School Initiatives	Schools program	\$450.00
Country Women's Association - Oxley group	Junior Public Speaking Competition	\$300.00
Bogan Gate Community Memorial Hall	Bogan Gate 125th Anniversary Celebrations	\$1,000.00
TOTAL		\$1,750.00

Moved Cr Cass, Seconded Cr Jayet

CARRIED

6 GENERAL BUSINESS

The Director Customer, Corporate Services and Economy advised the Panel on a recent announcement of funding available from the NSW Government as part of a Regional Recovery Package. The Reconnecting Regional NSW - Community Events Program.

This \$25 million commitment will promote economic and social recovery across all regional NSW local government areas creating new jobs and supporting community events, shows and festivals to boost tourism across the State.

Events must be held by 31 March 2023 with the application period open from 7 April 2022 and closing on the 24 June 2022.

Council's Grants and Communications team will be promoting the program and inviting applications and or suggestions for events from the local community, with a final list to be considered at the June 2022 Parkes Delivery Plus workshop.

7 NEXT MEETING DATE

Applications for Round 1 of the 2022-2023 Community Financial Assistance Program will be called in June/July 2022. A meeting date will be set closer to that time.

There being no further business the meeting closed at 3.00pm.

14.2. Committee Minutes - Northparkes / Parkes Shire Sports Grants Selection

Prepared By:

Secretary Mr Anthony McGrath.

Executive Summary

The Parkes Sports Council's Northparkes / Parkes Shire Sports Grants Selection Sub-Committee meeting was held on 29 April 2022 to consider applications under Round 1 of the 2022 grants program. This report recommends that Council receive and note the minutes and endorse the allocation of grants to the sporting groups as detailed in the minutes.

Background Information

Parkes Shire Council and Northparkes Mine have signed an agreement to provide financial assistance grants to sporting groups in the Parkes Shire. Under the terms of the three-year agreement, Northparkes and Parkes Shire Council will provide a total of \$180,000 to be distributed for sporting related projects. Under the current arrangements, Parkes Shire Council matches the annual \$30,000 contribution made by CMOC Northparkes mine, which means that a total of \$60,000 is available for allocation in two rounds of \$30,000 each year, one in March and the other in September. The current agreement expires in 2023/24.

Parkes Sports Council administers the grants scheme through its Northparkes / Parkes Shire Sports Grants Sub-Committee. The aim of the program is to increase regular and ongoing participation opportunities in sport and to improve the sporting infrastructure within the Parkes Shire.

The Parkes Sports Council engages with the sporting groups in the Shire on the booking, use and development of sports fields and facilities. Council's usage fees raised from member groups are used to subsidise the cost of maintenance of grounds and plant replacement. Council has two nominated representatives on the Sports Council including Councillors O'Leary and Cass. The group also facilitates the Ron Harrison Bursary, Shire Sports Awards, the Life Members board, the Sporting Legends gallery as well as the Northparkes / Parkes Shire Council Sports Grants scheme.

Northparkes believes that to maintain a strong social license to operate they must have a positive influence on the long-term development of the communities that their operations may impact. Northparkes has sponsorship and donation programs focused on community-based initiatives aimed at building community capacity.

Funding is split between two distinct project types:

1. Participation Projects - that deliver a sport or physical activity participation experience to an identified group of people; and
2. Facility Development Projects - building new or upgrading sport and recreation facilities to support increased participation.

Legislative Information

The Parkes Sports Council operates under [Section 355 of the Local Government Act](#).

The ability for Council to provide financial assistance grants is covered under Section 356 of the Local Government Act. More information is available here: [Local Government Act 1993, Section 356 - Can a council financially assist others?](#)

Details regarding Council's sporting grants program is available on its web site: [Sporting Grants | Parkes Shire Council \(nsw.gov.au\)](#)

Project Delivery Program Implications

ACTIVITY+ *Active Recreation*

Risk Assessment

An assessment of the challenge posed to Council implementing the action/s contained in this report, in the current environment with available resources: Low.

Budget and Financial Aspects

Council has allocated a total of \$60,000 in its 2021/22 Operational Budget, which included \$30,000 in support received from CMOC Northparkes Mine. \$30,000 was distributed last round and in this round a total of \$23,312.06 will be offered to sporting organisations. Therefore \$6,688 will be carried forward to the next round to be included in the 2022-23 Financial Year Operating Budget, as detailed in the minutes.

Recommendation

That Council

1. Receive and note the minutes of the Parkes Sports Council's Northparkes / Parkes Shire Sports Grants Selection Sub-Committee meeting held on 29 April 2022.
2. Endorse the allocation of \$23,312.06 in grants to the sporting organisations as detailed in the minutes of the meeting held on 29 April 2022.

Attachments

1. Minutes of the Parkes Sports Council's Northparkes / Parkes Shire Sports Grant Selection Committee Meeting held on 29 April 2022.

Attachment 1 - Sports Grants Committee Minutes 29 April 2022

Sports Grants Committee Minutes 29 April 2022

Friday, 29 April 2022 4:16 PM

Meeting Formalities**Meeting Structure**[Grants Selection Committee Meeting Structure](#)**Location, Date and Time**

Parkes Shire Council Administration Centre Committee Room commencing at 4:35PM

Attendees

Mayor Ken Keith, Cr Louise O'Leary (**via Phone**), Anthony McGrath (Secretary Parkes Sports Council **via Teams**), Gail Richardson-Bartley (Sporting Groups Representative), Luke Nash (Financial Reporter, Parkes Sports Council), Michael Greenwood (Community Representative)

Apologies

Al Gersbach (Chair Parkes Sports Council)

Previous Meeting Actions

All completed

Declaration of Interest

Nil.

Next Meeting Date

October 2022

1. Grant Funds AvailableThe funds currently available for distribution in the **2022 Round 1** allocations of grants is as follows:

Item	Total Available This Round
Facility	15,000.06
Participation #	15,000.00
Grand Totals	30,000.06

Grant funding agreement allows for additional funds to be allocated to participation projects should facility project total not be fully allocated.

For the information of the Committee.

2. Applications Received and Evaluation

The following groups submitted applications for grants:

Title	Project Type	Project Title	Grant Request	Funds Project Total	Score Total	Meet Criteria & Eligible
Parkes Sporting Shooters Association of Australia	Facilities	Fit covers over the top of the 50m and 25m shooting frames so no bullet could go over the 8m stop butt (mound).	\$ 4,999.00	10,459.00	75	Yes
Parkes & District Kennel Club	Facilities	Construct a fence for Competition Ring 1 at the Kennel Club.	\$ 5,000.00	10,000.00	72	Yes
Tullamore Bowling & Citizens Club	Facilities	Purchase a new greens mower, greens roller and ride on lawn mower.	\$ 30,000.00	35,000.00	72	Partially
Peak Hill Bowling Club	Facilities	Replace worn out shade cloth and worn out plinths in the ditches around the bowling greens.	\$ 5,108.30	5,108.30	70	Yes
Parkes & District	Facilities	Erect a goal backstop fencing behind	\$ 11,000.00	13,310.00	68	Partially

Amateur Soccer Club		current practice goals at Parker/Stone Field				
Parkes Rugby Union Football Club	Facilities	Purchase refrigeration equipment for new canteen & function room.	\$ 20,000.00	20,000.00	50	Partially
Parkes Marist Junior Rugby League	Participation	Purchase the latest training equipment	\$ 8,387.00	9,887.00	77	Yes
Trundle Amateur Swimming Club	Participation	Purchase uniform swim suits for members and training equipment for members and the wider community.	\$ 2,300.00	3,050.00	77	Yes
Parkes Hockey Inc	Participation	Replace the outdated playing strip of the Premier League women's hockey side	\$ 4,117.00	4,117.00	64	Yes

Discussion

Two applications were partially completed (in draft) with missing quotes and other attachments. They were not submitted successfully by the following organisations and therefore not considered for grants.

- Tullamore Inc on behalf of the Tullamore Gun Club
- Parkes Rotary Club

There was discussion by members around whether sporting uniforms should be allowed to be included for possible future grant allocation. General consensus was that uniforms are often sponsored and / or given to players to keep. In addition, the allocation of uniforms don't fully meet the sustainability criteria under the grant guidelines and therefore will no longer be supported in the grant program. The consensus was for the Secretary to provide further guidance in the grant application form to ensure groups are aware that uniforms will not be considered for future grants.

The following groups were judged to have not met the selection criteria or were not allocated any funds:

- Parkes Hockey - Sporting uniforms do not meet sustainability goals of the grant program.
- Tullamore Bowling Club - funds requested were outside the scope of the grant. The Committee suggested that the club seek funding from other funding sources.
- Parkes Kennel Club - The committee suggest that the club seek funding from other sources.
- Parkes Rugby Union Football Club - Total grant was outside the allowable amount and the club had received a grant for canteen related equipment in the previous round

The following were granted a partial amount

- Parkes Sporting Shooters Association
- Peak Hill Bowling Club
- Parkes Amateur Soccer Club
- Parkes Marist Junior League
- Trundle Amateur Swimming Club

Committee Recommendation

1. That the following groups be offered grant funds from the CMOC Northparkes Parkes Shire Council Sports Grant Scheme as indicated in the following table.

Title	Project Type	Project Title	Request	Granted	Partial *
Parkes Sporting Shooters Association of Australia	Facilities	Fit covers over the top of the 25m shooting frames so no bullet could go over the 8m stop butt (mound).	\$ 4,999.00	4,400.00	*
Peak Hill Bowling Club	Facilities	Replace worn out shade cloth and worn out plinths in the ditches around the bowling greens.	\$ 5,108.30	4,400.00	*

Parkes & District Amateur Soccer Club	Facilities	Erect a goal backstop fencing behind current practice goals at Parker/Stone Field	\$ 11,000.00	6,200.06	*
Parkes Marist Junior Rugby League	Participation	Purchase the latest training equipment	\$ 8,387.00	7,387.00	*
Trundle Amateur Swimming Club	Participation	Purchase training equipment for members and the wider community.	\$ 2,300.00	925.00	*

*Partial grant allocated

3. Grant Fund Reconciliation

Following the allocation of grant funds as per Item 2 above, the grant funds that will be available for next round is as follows:

Item	Total Available This Round	Funds Granted	Total Carried Forward	Top Up Funds	Total Available Next Round
Facility	15,000.06	15,000.06	0.00	15,000.00	15,000.00
Participation #	15,000.00	8,312.00	6,688.00	15,000.00	21,688.00
Grand Totals	30,000.06	23,312.06	6,688.00	30,000.00	36,688.00

Grant funding agreement allows for additional funds to be allocated to participation should facility grants remain unallocated.

Discussion

Nil.

4. Meeting Actions

Item #	What	Who	When
1	That the groups selected for grants be offered the amounts as listed at Item 2 above.	Anthony	29/04/2022
2	That the presentation of funds be arranged, ensuring that representatives from CMOC Northparkes and Parkes Shire Council are available to present the cheques.	Anthony	12/05/2022 at 4:00PM
3	That the funds are transmitted to the groups as indicated at item 2 above	Luke	12/05/2022
4	That the next round be advertised including the funds carried forward as indicated at Item 3 above.	Anthony	1/9/2022
5	That the guidelines be reviewed and application form updated to ensure that sporting groups are aware that sporting uniforms are no longer considered for grants.	Anthony	1/10/2022

5. Meeting Close

5:24pm

14.3. Committee Meeting - Local Traffic Committee Meeting 11 May 2022

Prepared By:

Director Operations

Executive Summary

The Parkes Local Traffic Committee Report was issued for Committee review and comments on 11 May 2022.

Background Information

The Parkes Local Traffic Committee meetings are held quarterly and membership consists of a Council Representative, Transport NSW Representative, NSW Police Representative and a Representative of the Local Member of State Parliament. The Committee is an advisory body only, having no decision making powers. It is, primarily, a technical review committee that is required to advise the Council on traffic related matters referred to it by Council.

Legislative Information

Under the Road Transport (Safety & Traffic Management) Act 1999, Transport NSW is legislated as the organisation responsible for the control of traffic on all roads in New South Wales. In order to deal with the large number and range of traffic related matters effectively, Transport NSW has delegated certain aspects of the control of traffic on local roads to Councils. Transport NSW delegation imposes certain conditions on Councils. One of these conditions requires Councils to obtain the advice of Transport NSW and the Police prior to proceeding with any proposal. This is achieved by Councils establishing a Local Traffic Committee.

Project Delivery Program Implications

TRANSPORT+ *Roads*

Risk Assessment

An assessment of the challenge posed to Council implementing the action/s contained in this report, in the current environment with available resources: Low

Budget and Financial Aspects

Signage and road related expenditure.

Recommendation

1. That the Minutes of the Parkes Local Traffic Committee Meeting held on 11 May 2022 be received and any actions endorsed.

Attachments

- 1 Committee Minutes - Local Traffic Committee Meeting - 11 May 2022

Attachment 1 - Committee Minutes - Local Traffic Committee Meeting - 11 May 2022



PARKES LOCAL TRAFFIC COMMITTEE

MINUTES

WEDNESDAY 11 MAY 2022

Minutes of the Traffic Committee of Parkes Shire Council held at the Council Administration Centre, 2 Cecile Street, Parkes commencing at 9.00am for the purpose of considering the items included on the Agenda.

GENERAL MANAGER: Kent Boyd

Voting Members of the Committee are invited to attend, namely:

Cr Ken McGrath (Chairperson - Council Representative)
Ms Angie Drooger (Transport for NSW Representative)
Kylie Buckenhofer (Transport for NSW Representative)
Sergeant Martin Ling - NSW Police - Central West Highway Patrol (Police Representative)
Chris McQuie - State Member Representative

And non-voting representatives

Cr George Pratt (substitute Council Representative)

Council staff:

Ben Howard, Director Operations
Melanie Sutor, Road Safety and Injury Prevention Officer
Ben Coultas, Design & Traffic Engineer
Sue McGrath, Business Support Coordinator

NOTE:

Each formal member has one vote, the quorum being one (1) Council representative, one (1) NSW Police Force representative and one (1) Transport for NSW representative.

All enquiries relating to the items appearing on this Agenda are to be directed to Mr Ben Howard, Director Operations on 02 6861 2343.

Delegation to Councils - Regulation of Traffic

A Council can regulate traffic for the specific reasons set out in Division 1 of Part 8 of the *Roads Act 1993*, such as carrying out work on a road, etc, whereas the Roads and Maritime Services (RMS) can regulate traffic for any purpose.

If a Council wishes to regulate traffic for purposes other than those specified in Division 1 of Part 8 of the *Roads Act 1993*, it must seek the advice of its Local Traffic Committee and act in accordance with the RMS' "Delegation to Councils - Regulation of Traffic".

Section 50 of the *Transport Administration Act 1988* confers the power to the RMS to delegate the following Traffic Regulation responsibilities to Council:

- 1) **Section 50 to Section 55 (inclusive)** of the *Road Transport (Safety and Traffic Management) Act 1999*. Install, display and remove prescribed traffic control devices.
- 2) **Section 122** of the *Road Transport (Safety and Traffic Management) Regulation 1999*. Establish and operate a special event parking scheme for any road.
- 3) **Section 116 to 119 (inclusive)** of the *Roads Act 1993* Part 8 Division 2. The erection (or removal) of any notice or barrier, the carrying out of any work or the taking of any other action for the purpose of regulating traffic (restrict or prohibit the passage along a road of persons, vehicles or animals) on a public road for purposes other than those referred to in Division 1 (ie. Sections 114 and 115).
- 4) 115 Roads Authority may regulate traffic in connection with road work, etc.
- 5) A roads authority may regulate traffic on a public road by means of barriers or by means of notices conspicuously displayed on or adjacent to the public road.
- 6) The power conferred by this section may be exercised by the RMS for any purpose but may not be exercised by any other roads authority otherwise than:
 - a) For the purpose of enabling the roads authority to exercise its functions under this Act with respect to the carrying out of road work or other work on a public road, or
 - b) For the purpose of protecting a public road from serious damage by vehicles or animals as a result of wet weather, or
 - c) For the purpose of protecting earth roads from damage caused by heavy vehicles or by animals, or
 - d) For the purpose of protecting members of the public from any hazards on the public road, or
 - e) For the purpose of protecting vehicles and other property on the public road from damage, or
 - f) For the purpose of enabling a public road to be used for an activity in respect of which a permit is in force under Division 4 or Part 9, or
 - g) For a purpose for which the roads authority is authorised or required, by or under this or any other Act or law, to regulate traffic.

The Council may sub-delegate their powers to Councillors, the General Manager or an employee of the Council for Items 1 and 2 above.

Council may not sub-delegate Item 3.

For further information please refer to the following document:

"A Guide to Delegation to Councils for the Regulation of Traffic (Including the Operation of Traffic Committees)" RTA - Version 1.3 2009

<http://www.rms.nsw.gov.au/doingbusinesswithus/lgr/index.html>

PRESENT

Cr George Pratt (Chairperson - Council Representative)
Jason Nicholson (Transport for NSW Representative)
Sergeant Martin Ling - NSW Police - Central West Highway Patrol (Police Representative)
Chris McQuie - State Member Representative

Together with Council staff:

Ben Howard, Director Operations
Melanie Sutor, Road Safety and Injury Prevention Officer
Sue McGrath, Business Support Coordinator (Minute Secretary)

MEETING COMMENCEMENT

The meeting commenced 09.15am.

1 APOLOGIES

Ms Angie Drooger (Transport for NSW Representative)
Kylie Buckenhofer (Transport for NSW Representative)
Cr Ken McGrath (Chairperson - Council Representative)
Ben Coultas, Design and Traffic Engineer

Committee Recommendation

That the apologies for non-attendance be accepted and that be granted leave of absence from the meeting.

Support for Recommendation: Unanimous

2 DECLARATION OF PECUNIARY INTERESTS

Nil.

Support for Recommendation: Unanimous

3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**Committee Recommendation:**

That the Minutes of the Parkes Local & Extra Ordinary Traffic Committee Meetings held and copies of which have been forwarded to Committee Members, be confirmed.

Meetings Held	Minutes Forwarded
9 February 2022	30 March 2022
1 March 2022	30 March 2022
8 March 2022	30 March 2022
31 March 2022	27 April 2022

Support for Recommendation: Unanimous

4 OUTSTANDING BUSINESS

Meeting Date	Item No.	Description	Comment	Last updated
9 August 2017	5.4	Parking at St Georges Anglican Church	To go to Council's Access Committee to discuss. Gradient of ramp doesn't meet standards. Ben Howard will contact relevant Council staff to determine when the next Access Committee meeting will be. INPROGRESS	13/07/2021
9 August 2017	8.4	Safety of pedestrians on refuge in Short Street (near FACS)	PSC to consult Transport NSW. Preliminary design created. To be forwarded and reviewed with Transport NSW. Ben Howard to forward to Transport NSW. INPROGRESS	13/07/2021
15 August 2018	5.9	McGee's Lane One way - North Bound	Plans updated and 21 day consultation period to commence. Checking previous resolution/recommendation and previous community consultation. Sarah Coles has forwarded initial 21 day consultation letters to Ben Howard for review. Council to reinvigorate consultation with business/residents INPROGRESS	13/07/2021
8 May 2019	5.4	Baker Street Closure - permanently	Suggested to wait until the bypass is completed. INPROGRESS	13/07/2021
27 October 2021	6.2	HPAA Zone in Peak Hill on the Newell Highway.	The most recent advice from TfNSW was that this would be completed this 2021/2022 financial year	27.10.2021

Staff Recommendation

That the information be received and noted.

Committee's Recommendation

That the information be received and noted.

Support for Recommendation: Moved: Martin Ling
Seconded: Jason Nicholson

5 COMMITTEE BUSINESS

5.1 2022 Parkes Picnic Races

Executive Summary

Parkes Coradgery and Diggers Amateur Race Club Inc have submitted an application for the annual Parkes Picnic Races, to be held on Saturday 11 June 2022, from 11:00am to 6:30pm.

Staff Recommendation

That the Committee recommend approval of the traffic control measures to be implemented during the 2022 Parkes Picnic Races, subject to the applicant complying with the following conditions:

1. Provide Council with evidence of Current Public Liability Insurance. (updated copy of \$20 Million to be provided to Council).
2. Submit to Council duly completed form A1 "Special Event Transport Management Plan" and associated Traffic Management Plan for approval. (submitted).
3. Notify Emergency services of the proposed road closure.
4. Allow for emergency vehicle access.
5. Notify all local residents/businesses in the affected area of proposed traffic restrictions.
6. Control noise as required under the Protection of the Environment Operations (Noise Control) Regulation 2008.
7. The organiser of the event to be responsible for and reimburse Council for cost of damage repairs, cleaning etc of the street if required.
8. Comply with Council Officer's reasonable directives.
9. The organiser is to maintain the area in a clean and tidy condition.
10. Council reserves the right to cancel the approval at any time.
11. 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".
12. The Traffic Management Plan detours be confined to B-Double routes.

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

Committee Recommendation

That the Committee recommend approval of the traffic control measures to be implemented during the 2022 Parkes Picnic Races, subject to the applicant complying with the following conditions:

1. Provide Council with evidence of Current Public Liability Insurance. (updated copy of \$20 Million to be provided to Council).
2. Submit to Council duly completed form A1 "Special Event Transport Management Plan" and associated Traffic Management Plan for approval. (submitted).

3. Notify Emergency services of the proposed road closure.
 4. Allow for emergency vehicle access.
 5. Notify all local residents/businesses in the affected area of proposed traffic restrictions.
 6. Control noise as required under the Protection of the Environment Operations (Noise Control) Regulation 2008.
 7. The organiser of the event to be responsible for and reimburse Council for cost of damage repairs, cleaning etc of the street if required.
 8. Comply with Council Officer's reasonable directives.
 9. The organiser is to maintain the area in a clean and tidy condition.
 10. Council reserves the right to cancel the approval at any time.
 11. 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".
 12. The Traffic Management Plan detours be confined to B-Double routes.
- This recommendation does not commit Council to providing further assistance or provision of equipment for the event.

Support for recommendation: Moved: Jason Nicholson
Seconded: Martin Ling

5.2 2022 Parkes Show | Change of Parking and Taxi Rank

Executive Summary

To accommodate for the Parkes Show patronage, there is a need for a temporary change to vehicle parking in Victoria and Ward Streets and a temporary taxi rank installed in Mitchell Street for the duration of the Parkes Show, Monday 29 August to Wednesday 31 August 2022.

Staff Recommendation

That the Committee recommend the adoption of the nose in parking for the duration of the show in Victoria and Ward Streets, and a temporary taxi rank in Mitchell Street, Parkes.

Approval is subject to the applicants complying with the following conditions:

1. Provide Council with evidence of Current Public Liability Insurance. Insurance is to note to interests of Parkes Shire Council, NSW Police, State Emergency Services and Roads and Maritime Services. (To be provided prior to the event taking place)
2. Provide Council a Traffic Management Plan for approval. (To be submitted prior to the event taking place)
3. Notify Emergency services of and proposed road closure or detours.
4. Allow for emergency vehicle access.
5. Control noise as required under the Protection of the Environment Operations (Noise Control) Regulation 2008.
6. The organiser of the event to be responsible for and reimburse Council for cost of damage repairs, cleaning etc of the street if required.
7. Comply with Council Officer's reasonable directives.
8. The organiser is to maintain the area in clean and tidy condition.
9. Council reserves the right to cancel the approval at any time.
10. That the organisers receive approval from the Police for holding a Public Assembly and relevant road closures.
11. This recommendation does not commit Council to providing further assistance or provision of equipment for the event.
12. Confirmation of event times and traffic control times
13. The organisers secure police escort to be used in conjunction with submitted traffic control plan.

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

Committee Recommendation

That the Committee recommend the adoption of the nose in parking for the duration of the show in Victoria and Ward Streets, and a temporary taxi rank in Mitchell Street, Parkes.

Approval is subject to the applicants complying with the following conditions:

1. Provide Council with evidence of Current Public Liability Insurance. Insurance is to note to interests of Parkes Shire Council, NSW Police, State Emergency Services and Roads and Maritime Services. (To be provided prior to the event taking place)

2. Provide Council a Traffic Management Plan for approval. (To be submitted prior to the event taking place)
3. Notify Emergency services of and proposed road closure or detours.
4. Allow for emergency vehicle access.
5. Control noise as required under the Protection of the Environment Operations (Noise Control) Regulation 2008.
6. The organiser of the event to be responsible for and reimburse Council for cost of damage repairs, cleaning etc of the street if required.
7. Comply with Council Officer's reasonable directives.
8. The organiser is to maintain the area in clean and tidy condition.
9. Council reserves the right to cancel the approval at any time.
10. That the organisers receive approval from the Police for holding a Public Assembly and relevant road closures.
11. This recommendation does not commit Council to providing further assistance or provision of equipment for the event.
12. Confirmation of event times and traffic control times
13. The organisers secure police escort to be used in conjunction with submitted traffic control plan.
14. Council to ensure that existing parking signage is removed or covered prior to the installation to the temporary parking signage and installed on sign posts.

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

Support for recommendation: Moved: Martin Ling
Seconded: Jason Nicholson

5.3 Parkes High School | HSC Trial Exam Parking

Executive Summary

Restricted parking on Albert Street is request by Parkes High School to allow the delivery and collection of the Higher School Certificate (HSC) trial exam documents during the period of Monday 8 August 2022 to Sunday 14 August 2022.

Staff Recommendation

1. Install "NO STOPPING" directional arrow sign with additional text "PERMIT HOLDER EXCEPTED" at the locations indicated in the attached drawing.
 2. Management of permits – Parkes Shire Council to allocate permits as per the Permit Parking Guidelines and issue to Parkes High School.
 3. 2 x Parking Permits be issued to Parkes High as per the Permit Parking Guidelines.
 4. Parkes High School is to consult and communicate changes to school students, staff and parents.
-

Committee Recommendation

1. Install "NO STOPPING" directional arrow sign with additional text "PERMIT HOLDER EXCEPTED" at the locations indicated in the attached drawing.
2. Management of permits – Parkes Shire Council to allocate permits as per the Permit Parking Guidelines and issue to Parkes High School.
3. 2 x Parking Permits be issued to Parkes High as per the Permit Parking Guidelines.
4. Parkes High School is to consult and communicate changes to school students, staff and parents.
5. Council to provide permit holder information to Police.

Support for recommendation Moved: Martin Ling
Seconded: Jason Nicholson

5.4 Parkes Hockey | U15 State Championships

Executive Summary

A request has been received from Parkes Hockey Incorporated to close Baker Street from 26 May to 29 May 2022 to host Hockey NSW Under 15 Girls State Championships.

Staff Recommendation

It is recommended that the Local Traffic Committee approves the proposed closure of Baker Street and temporary barricading controls.

Baker Street is to be closed permanently in the approximate location of the temporary barricading.

1. Provide Council with evidence of Current Public Liability Insurance.
2. Submit to Council a Traffic Management Plan for approval.
3. Notify Emergency services of the proposed road closure.
4. Allow for emergency vehicle access.
5. Allow for access for local residents/businesses in the affected area.
6. The organiser of the event to be responsible for and reimburse Council for cost of damage repairs, cleaning etc. of the street if required.
7. Comply with Council Officer's reasonable directives.
8. The organiser is to maintain the area in clean and tidy condition.
9. Council reserves the right to cancel the approval at any time.
10. This recommendation does not commit Council to providing further assistance or provision of equipment for the event.
11. Provide Council with copy of Risk Assessment.

Staff Recommendation

It is recommended that the Local Traffic Committee approves the proposed closure of Baker Street and temporary barricading controls.

Baker Street is to be closed permanently in the approximate location of the temporary barricading.

- (1) Provide Council with evidence of Current Public Liability Insurance.
- (2) Submit to Council a Traffic Management Plan for approval.
- (3) Notify Emergency services of the proposed road closure.
- (4) Allow for emergency vehicle access.
- (5) Allow for access for local residents/businesses in the affected area.
- (6) The organiser of the event to be responsible for and reimburse Council for cost of damage repairs, cleaning etc. of the street if required.
- (7) Comply with Council Officer's reasonable directives.
- (8) The organiser is to maintain the area in clean and tidy condition.

- (9) Council reserves the right to cancel the approval at any time.
- (10) This recommendation does not commit Council to providing further assistance or provision of equipment for the event.
- (11) Community consultation with residents and businesses that use Baker Street ie Courier services
- (12) Provide Council with copy of Risk Assessment.
- (13) Provide Council a copy of Events Guide: 001 Events Form.
- (14) Council to provide physical concrete barriers or similar eg: a gate to allow access for emergency services.

Support for recommendation: Moved: Jason Nicholson
Seconded: Martin Ling

5.5 Parkes Hockey | U13's Western Conference

Executive Summary

A request has been received from Parkes Hockey Incorporated to close Baker Street from 5 June 2022 to host Western Conference under 13's Hockey carnival.

Staff Recommendation

It is recommended that the Local Traffic Committee approves the proposed closure of Baker Street and temporary barricading controls.

Baker Street is to be closed permanently in the approximate location of the temporary barricading.

1. Provide Council with evidence of Current Public Liability Insurance.
2. Submit to Council a Traffic Management Plan for approval.
3. Notify Emergency services of the proposed road closure.
4. Allow for emergency vehicle access.
5. Allow for access for local residents/businesses in the affected area.
6. The organiser of the event to be responsible for and reimburse Council for cost of damage repairs, cleaning etc. of the street if required.
7. Comply with Council Officer's reasonable directives.
8. The organiser is to maintain the area in clean and tidy condition.
9. Council reserves the right to cancel the approval at any time.
10. Community consultation with residents and businesses that use Baker Street ie Courier services
11. Provide Council a copy of Risk Assessment.
12. Provide Council a copy of Events Guide: 001 Events Form.

Committee Recommendation

It is recommended that the Local Traffic Committee approves the proposed closure of Baker Street and temporary barricading controls.

Baker Street is to be closed permanently in the approximate location of the temporary barricading.

- (1) Provide Council with evidence of Current Public Liability Insurance.
- (2) Submit to Council a Traffic Management Plan for approval.
- (3) Notify Emergency services of the proposed road closure.
- (4) Allow for emergency vehicle access.
- (5) Allow for access for local residents/businesses in the affected area.
- (6) The organiser of the event to be responsible for and reimburse Council for cost of damage repairs, cleaning etc. of the street if required.
- (7) Comply with Council Officer's reasonable directives.

- (8) The organiser is to maintain the area in clean and tidy condition.
- (9) Council reserves the right to cancel the approval at any time.
- (10) This recommendation does not commit Council to providing further assistance or provision of equipment for the event.
- (11) Community consultation with residents and businesses that use Baker Street ie Courier services
- (12) Provide Council a copy of Risk Assessment.
- (13) Provide Council a copy of Events Guide: 001 Events Form.
- (14) Council to provide physical concrete barriers or similar eg: a gate to allow access for emergency services.

Support for recommendation: Moved: Martin Ling
Seconded: Jason Nicholson

6 GENERAL BUSINESS

6.1 Debrief about Parkes Elvis Festival Traffic Management and Street Parade

Council is hosting a debrief with relevant stakeholders about the Parkes Elvis Festival Traffic Management Street Parade on Friday 13 May 2022. A report about the findings will be tabled at the next Traffic Committee Meeting.

6.2 Pedestrian at Packed Cones

Cr Pratt raised a concern with the pedestrians not using the pedestrian crossing and walking across the road. Council has investigated install LED lighting around the area (outcome).

Council to develop a media campaign to educate parents and children about the safe use of the pedestrian crossing.

7 ROAD SAFETY INJURY PREVENTION OFFICER

- Local businesses across the three LGAs participating and more than 70 across regional NSW.
- The Load Restraint Education Project was recently announced as the winner of the Local Government Excellence in Road Safety Award, which is presented by the IPWEA (NSW).
- National Road Safety Week is 15 - 22 May. As usual there are lots of activities planned for the week.
- The region are holding another online Learner Driver Parent Workshop on Friday 13 May at 12 noon. It will be conducted via Zoom and runs from just over an hour.
- Plans are underway for the annual Central West NSW Heavy Vehicle Breakfast Forum which is scheduled for Thursday 30 June in Forbes.
- Before the end of June 2022, we'll be holding child restraint checking events in Parkes, Forbes and Condobolin.

8 NEXT MEETING

Will be held Wednesday 10 August 2022.

All meetings to commence at 9:00am and held at the offices of Parkes Shire Council, 2 Cecile Street Parkes.

9 CLOSE OF MEETING

There being no further Traffic Committee business, the meeting closed at 9:43am

15. QUESTIONS AND MATTERS OF URGENCY**16. CONSIDERATION OF CONFIDENTIAL ITEMS****16.1. Confidential (DISF) Electricity Procurement Update**

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,
- (d) commercial information of a confidential nature that would, if disclosed
 - (i) prejudice the maintenance of law.

16.2. Confidential - Committee Minutes - Economic Development Committee Meeting 03 May 2022

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.

16.3. Confidential (GM) Energy from Waste - Market Testing

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: -

- (d) commercial information of a confidential nature that would, if disclosed
 - (ii) confer a commercial advantage on a competitor of the council, or

16.4. Confidential (DCCSE) Funding for 2022 Trundle ABBA Festival

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

16.5. Confidential (DCCSE) Appointment of Independent Members to Audit, Risk and Improvement Committee

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: -

- (a) personnel matters concerning particular individuals (other than councillors).

16.6. Confidential (DO) Trundle Main Street Upgrades

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.

17. MEETING CLOSURE