



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, 15 November 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

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1. OPENING OF MEETING

2. ACKNOWLEDGEMENT OF COUNTRY

3. PRAYER

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6. CONFIRMATION OF MINUTES

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9. MAYORAL MINUTE(S)

9.1. 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 some meetings now being held electronically.

Recommendation

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

Report

Date	Function
Friday 21 October 2022	Northparkes Mines Community Consultative Committee meeting Mayor KJ Keith, Councillors JP Cass and GS Wilson
Saturday 22 October 2022	Oxley Group's 93rd Annual Conference Mayor KJ Keith
Sunday 23 October to Tuesday 25 October 2022	Local Government NSW Annual Conference Mayor KJ Keith, Deputy Mayor NC Westcott, Councillors, ME Applebee and JP Cass, and General Manager Kent Boyd
Monday 24 October 2022	Peak Hill Community Consultative Committee meeting Councillor LA O'Leary
Wednesday 26 October 2022	Bushfire Management Committee meeting at Forbes Fire Control Centre Councillor D Weber
Thursday 27 October 2022	Country Mayors Association Executive Meeting Mayor KJ Keith
Thursday 27 October 2022	Trundle & District Progress Association Committee meeting Councillor Applebee
Thursday 27 October 2022	GMAC Meeting, Orange General Manager K Boyd

Date	Function
Thursday 27 October 2022	Regional Freight Forum at Parkes Services Club Mayor KJ Keith
Thursday 27 October 2022	Meet and greet - The Hon Sam Faraway at Parkes Golf Club Mayor KJ Keith
Friday 28 October 2022	Regional Health Ministerial Advisory Panel Meeting Mayor KJ Keith
Friday 28 October 2022	LGNSW - Country Mayors' MoU meeting Mayor KJ Keith
Tuesday 01 November 2022	Parkes Delivery Plus Workshop Councillors KM McGrath, ME Applebee, JP Cass, WP Jayet, LA OLeary, GW Pratt, D Weber and G Wilson Included Presentation from SMART Regional Spaces
Tuesday - Friday 01 to 04 November 2022	National Local Roads Congress Deputy Mayor NC Westcott and Director Operations Ben Howard
Saturday 05 November 2022	Little Athletics Zone Carnival at Northparkes Oval Deputy Mayor NC Westcott
Monday 07 November 2022	Sporting Grants Assessment Panel Councillors JP Cass and WP Jayet
Monday 07 November 2022	Australia Day Committee Meeting Deputy Mayor NC Westcott, Councillors ME Applebee & WP Jayet
Tuesday 08 November 2022	Lachlan Health Council Meeting Councillor ME Applebee
Wednesday 09 November 2022	Traffic Committee meeting Councillor Ken McGrath
Wednesday 09 November 2022	Tullamore and District Consultative Committee meeting Councillor's GS Wilson and ME Applebee
Thursday 10 November 2022	Life Education Board meeting - AGM Mayor KJ Keith

Date	Function
Friday 11 November 2022	Remembrance Day Services in Cooke Park Councillor GW Pratt
Friday 11 November 2022	Parkes High School Graduation Deputy Mayor NC Westcott and Mrs Alison Westcott
Saturday 12 November 2022	Sultana Bran Hockey One League VIP Function - McGlynn Sporting Complex Councillor WP Jayet and LA O'Leary
Monday 14 November 2022	Central West Police District Community Safety Precinct Committee Meeting Deputy Mayor NC Westcott and Director Customer, Corporate Services and Economy Cian Middleton
Monday 14 November 2022	Bogan Gate Community Memorial Hall Inc. Committee meeting Councillor GW Pratt

Attachments

Nil.

9.2. Mayoral Minute - Coming Known Events for 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 some meetings now being held electronically.

Recommendation

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

Report

Date	Function
Tuesday 15 November 2022	Parkes Shire Council Ordinary Council meeting Citizenship Ceremony at Cooke Park Pavilion Mayor KJ Keith, Deputy Mayor NC Westcott, Cr ME Applebee, Cr JP Cass, Cr WP Jayet, Cr KM McGrath, Cr GW Pratt, Cr DR Weber, Cr GS Wilson
Wednesday 16 November 2022	Central West Lachlan Landcare Meeting Cr ME Applebee and Cr WP Jayet
Friday 18 November 2022	Country Mayors Association Meeting - Parliament House Sydney Mayor KJ Keith
Friday 18 November 2022	Regional Health Ministerial Advisory Panel Meeting Mayor KJ Keith
Sunday 20 November 2022	Formal Dinner to welcome to the Diocese, the Apostolic Nuncio to Australia: His Excellency, the Most Reverend Charles Balvo Mayor KJ Keith & Mrs Sue Keith
Wednesday 23 November 2022	Youth Lock @ Parkes Library Cr's JP Cass and DR Weber
Thursday 24 November 2022	Audit, Risk and Improvement Committee meeting Cr JP Cass and Cr ME Applebee

Date	Function
Thursday 24 November 2022	CNSWJO Board Meeting Mayor KJ Keith
Thursday 24 November 2022	Trundle & District Progress Association Committee meeting Cr GS Wilson (Alternate Cr O'Leary, Cr Jayet, Cr Applebee)
Saturday 26 November 2022	Parkes School of Dance - End of Year Performance @ The Pavilion All Councillors invited
Monday 28 November 2022	Peak Hill Community Consultative Committee meeting Cr LA O'Leary (Alternate Deputy Mayor Cr NC Westcott)
Thursday 01 December 2022	CNSWJO Board Meeting Mayor KJ Keith
Friday 02 December 2022	Parkes Christmas Parade & Carnival <i>Community Event - For information only</i>
Friday 02 December 2022	Regional Health Ministerial Advisory Panel Meeting Mayor KJ Keith
Saturday 03 December 2022	Latin Sounds at Cooke Park Pavilion Mayor KJ Keith & Mrs Sue Keith
Monday 05 December 2022	Charles Sturt University Graduation ceremony at Dubbo Mayor KJ Keith
Tuesday 06 December 2022	Parkes Delivery Plus Workshop All Councillors and Senior Staff
Wednesday 07 December 2022	End of Year presentation to Parkes Library Ambassadors All Councillors Invited
Sunday 11 December 2022	Christmas Carols in Cooke Park <i>Community Event - For information only</i>
Wednesday 14 December 2022	Elvis Festival Committee Meeting Mayor KJ Keith and Cr's ME Applebee and WP Jayet

Date	Function
Wednesday 14 December 2022	Tullamore and District Consultative Committee meeting Cr GS Wilson (Alternates are Cr ME Applebee, Cr WP Jayet and Cr LA O'Leary)
Friday 15 December 2022	Possible Official Opening of Peak Hill Community Gardens and The Carrington Peak Hill by The Hon. Sam Farraway MLC All Councillors will be invited
Friday 15 December 2022	Parkes High School Term 4 Recognition ceremony Mayor KJ Keith
Thursday 16 December 2022	Parkes High School Annual Awards Presentation Ceremony Mayor KJ Keith
Tuesday 20 December 2022	Ordinary Council Meeting, Citizenship Ceremony Mayoral Christmas Reception All Councillors and Senior Staff

Attachments

9.3. Mayoral Minute - Declaration of Statewide Road Emergency

Executive Summary

On the third of November 2022, Local Government NSW declared a Statewide Roads Emergency and the Country Mayors Association has supported this Declaration.

In support of our peak-bodies I am suggesting Parkes Council joins with Local Government NSW and Country Mayors Association of NSW in declaring a Statewide Road Emergency.

Recommendation

That Parkes Shire Council

1. Joins with Local Government NSW and Country Mayors Association of NSW in declaring a Statewide Road Emergency.
2. Write to the Prime Minister of Australian Anthony Albanese and the Premier of New South Wales Dominic Perrott pleading for immediate action.

Report

We are all well aware the Parkes Shire has been hit by a seemingly relentless wave of flood events in the past 12 months.

And we are not alone. A total of 126 of New South Wales' 128 local government areas have had natural disaster declarations within the last 12 months, according to the President of Local Government NSW, Darriea Turley.

On the third of November 2022, Local Government NSW declared a Statewide Roads Emergency.

The declaration – and urgent call for the NSW and Federal governments to increase their existing road funding commitments in the wake of the floods – comes on the back of an estimated \$2.5 billion in road damages and a collapse of the local and regional road network.

I call on Parkes Council to show our support for this move and whole-heartedly endorse the Local Government NSW declaration of Statewide Road Emergency.

The declaration has already been publicly supported by our peak regional body, the Country Mayors Association of New South Wales.

As part of the Statewide Roads Emergency, LGA NSW and Country Mayors Association of NSW are calling for:

- An acceleration and significant increase in funding for the \$1.1 billion Fixing Local Roads and Fixing Country Bridges program from the New South Wales Government
- A boost to Road Block Grant funding to compensate for the damage to the regional road network from the Federal Government
- New funding to provide councils with plant machinery and skilled workers to expedite road repairs from the Federal Government.

We have faced, and may continue to face, an unprecedented and unrelenting series of natural disasters that has seen residents and business owners cleaning up again and again, people isolated, workers unable to get to work, and students unable to get to training or school.

Add to this our very real and immediate concern for our primary producers.

This latest rain event has hit at a critical time. Winter crops are ready to be harvested and the window for planting summer crops is rapidly closing.

Livestock are ready to go to sale but access restricted or prevented by the damaged and flooded road network.

The local and regional road network is critically-enabling infrastructure. It is absolutely vital to our primary producers, and the key to keeping affordable food on the table across New South Wales and beyond.

Our road network, and the road network of shires across the state, have disastrous damage. We are facing a task that is beyond the reasonable scope of any local government authority. We face an unprecedented disaster that requires an unprecedented response.

We need help. Our community needs help. Other regional and rural communities across the state and beyond need help. We desperately need our leaders to lead.

We need to support our peak bodies in their declaration of Statewide Road Emergency.

This is an emergency, and it is time to seek help, and by supporting this Mayoral Minute you are endorsing that I write to the Prime Minister of Australia Anthony Albanese and the Premier of New South Wales Dominic Perrottet pleading for immediate action.

Attachments

Nil.

9.4. Mayoral Minute - Planning Institute of Australia - 2022 Planning Excellence Awards - Parkes CBD Vibrancy Strategy

Executive Summary

At the recent Planning Institute of Australia - 2022 Planning Excellence Awards, The Parkes CBD Vibrancy Strategy won the "Great Place" category

Recommendation

That Council:

1. Receive and note the report
2. Acknowledge the work by King and Campbell Pty Ltd, Staff and all those involved with the Parkes CBD Vibrancy Strategy.

Report

As described in the award below "The Parkes CBD Vibrancy Strategy highlights the importance of integrating planning, urban design and governance over the duration of the project, from inception to delivery. The six- year Vibrancy Study successfully translated a CBD vision into reality. As a result, the majority of over a dozen planning and large to 'bite size' built projects have been implemented.

The project will have a significant community impact for a regional town of 15,000 people, improving the quality of the heart of the CBD. A site analysis identified strengths and weaknesses of the town centre providing an evidence basis for an enquiry by design process focussed on the areas of need."

There were a large number of professionals involved with the project, but also many community members contributed, particularly through the enquiry by design process.

The lead planning Consultant on the strategy was King and Campbell Pty Ltd.

Great Place



Winner

Awarded to: King & Campbell Pty Ltd and Parkes Shire Council

Project Title: The Parkes CBD Vibrancy Strategy

Commendation

Awarded to: City of Parramatta City Planning and Design Directorate and Walker Corporation

Project Title: Parramatta Square

Category

Great Place

22

AWARD

Great Place

**KING & CAMPBELL
PTY LTD**

**Project: The Parkes CBD
Vibrancy Strategy**

The Land of the Traditional

Owners: The traditional landowners of the Parkes Region are the Wiradjuri people who have lived in these lands for more than 40,000 years. The Wiradjuri tribe was the largest in the state, ranging from Albury in the South to Coonabarabran in the North covering approximately one fifth of NSW.

The Parkes CBD Vibrancy Study highlights the importance of integrating planning, urban design and governance over the duration of the project, from inception to delivery. The six-year Vibrancy Study successfully translated a CBD vision into reality. As a result, the majority of over a dozen planning and large to 'bite size' built projects have been implemented.

The project will have a significant community impact for a regional town of 15,000 people, improving the quality of the heart of the CBD. A site analysis identified strengths and weaknesses of the town centre providing an evidence basis for an

enquiry by design process focussed on the areas of need.

A professional team of planners, urban designers, landscape architects, and civil engineers were retained for the entire six-year period, working with council, and consulting with the community for an initial eight-month period. A significant innovation was the adoption of a 'design governance' process where ongoing design advice was integral to the decision-making process facilitating informed decisions. All too often such processes are formulated with little insight into their urban design implications. Barnett (2017) refers to this as 'just plain governance'.

Barnett, J. (2017) Can we extend design governance to the big urban design decisions? Journal of Urban Design, 22.1, 37-39



Attachments

Nil.

9.5. Mayoral Minute - Local Government NSW Conference

Executive Summary

The Local Government NSW Annual Conference was held in the Hunter Valley from 23 to 25 October 2022. Council was represented by myself, Deputy Mayor Cr Neil Westcott, Councillor Marg Applebee and Councillors Jacob Cass along with general Manager Kent Boyd PSM.

Recommendation

That the Report on the Local Government NSW Annual Conference be received and noted.

Report

Darriea Turley AM presided over the debate on approximately 150 motions in an efficient manner where no debate occurred unless there was dissent. Council did not have any motions before the assembly but spoke on several motions of interest. A full report will be provided by Local Government NSW (LGNSW) in due course.

The AR Bluett Awards were announced with Mid-Western Regional Council taking out the award's Regional/Rural category, while Northern Beaches Council was crowned the Metropolitan winner.

The Panel session on the Tuesday morning included the Minister for Local Government Wendy Tuckerman MP, Shadow Minister Greg Warren MP, Minister Sam Farraway MLC and John Cameron MLC. An interesting session given the upcoming State Election. During his address, Minister Farraway announced \$50 million to Councils specifically for pothole repairs based on road length.

I would like to thank my fellow Councillors for attending this important event.

Attachments

Nil.

9.7. Reports of Committees

9.7.1. Committee Minutes - Sports Grants Selection Committee 7 November 2022

Prepared By:

Anthony McGrath - Secretary of the Parkes Sports Council

Executive Summary

The CMOC Northparkes / Parkes Shire Sporting Grants Selection Committee ("Grants Committee") met on 7 November 2022 to consider the applications received under the Sports Grant program and to allocate grants to applicants within the guidelines of the scheme. The funds, totalling \$32,543.70 were allocated to 9 sporting groups from a pool of 19 applications.

\$34,144.30 will be available for distribution in the next round.

Background Information

CMOC Northparkes Mine and Parkes Shire Council together provide grant funding that aims to:

1. Increase opportunities for participation in sport at all levels and
2. Enable groups to invest in community sporting facilities.

Under the current arrangements, Parkes Shire Council matches the annual 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 runs for three years and expires in 2022/2023.

Legislative Information

Nil.

Project Delivery Program Implications

OPEN SPACE AND RECREATION - *Sports Fields*

OPEN SPACE AND RECREATION - *Open Space Facilities, Amenities and Public Toilets*

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 is considered to be Low.

Budget and Financial Aspects

The grant scheme is funded through an annual contribution of \$30,000 by CMOC Northparkes Mine. This is matched by \$30,000 contribution by Parkes Shire Council from its Recreation and Sport operating budget. The total available per year is \$60,000.

Recommendation

That Council

1. Receive and note the minutes of the Grants Committee held on 7 November 2022, which are included as "Attachment 1".
2. Endorse the allocation of grants as documented in the Minutes.

Attachments

1. Minutes of the CMOC Northparkes Mines / Parkes Shire Council Sports Grants Selection Committee held on 7 November 2022.

Attachment 1 - Committee Minutes - Sports Grants Selection Committee 7 November 2022

7 November 2022 Sports Grants Selection Committee Meeting

Saturday, 5 November 2022, 12:00 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

Al Gersbach (Chair Parkes Sports Council), Anthony McGrath (Secretary Parkes Sports Council **via Teams**), Gail Richardson-Bartley - Online (Sporting Groups Representative), Luke Nash (Financial Reporter, Parkes Sports Council), Michael Greenwood (Community Representative), Cr Jacob Cass for Cr O'Leary, Cr Bill Jayet for Mayor Keith

Apologies

Mayor Ken Keith OAM

Previous Meeting Actions

All completed

Declaration of Interest

Cr O'Leary (executive member of Parkes Masters Games Committee) opted not to participate in the meeting.

Cr Bill Jayet (member of the PECC committee)

Next Meeting Date

April 2023

1. Grant Funds Available

The funds currently available for distribution in the **2022 Round 2** allocations of grants is as follows:

Item	Total Available This Round
Facility	15,000.00
Participation #	21,688.00
Grand Totals	36,688.00

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	Funds Request	Funds Project Total	Score Total	Application Comments	Meet Criteria & Eligible
Trundle Showground Trust	Facilities	supply and replace synthetic grass on concrete pitch at Trundle Showground	5,723.70	5,723.70	80		Y
Parkes and District Kennel	Facilities	install fencing for competition ring number 2	5,000.00	10,000.00	66		Y

Club							
Parke Tennis Club	Facilitie s	supply and lay concrete pads for 2 new picnic shelters	3,250.00	4,610.00	64		Y
Tullam ore Bowling and Citizens Clubs	Facilitie s	purchase a new greens mower	10,000.00	10,000.00	53	Quote does not match grant request	Y
Parke Australi an Footbal l Club Inc	Facilitie s	purchase 2 x steelbuilt cupboards to store goods and football equipment and also update honour board	2,005.70	2,005.70	45		Y
Parke and District Soccer Associa tion	Facilitie s	upgrade the club room with new furniture and paint	TBC	0.00	45	Application was not submitted (lost) but emailed through the details.	Y
Parke Marist Junior Rugby League Footbal l Club	Facilitie s	install a storage shed at Cheney Park	17,735.00	19,735.00	63	Grant request above the maximum allowed under the program	N
Parke Hockey Inc	Facilitie s	purchase of a turf cleaner	15,000.00	54,938.00	0	Above the maximum allowed under the grant program. No supporting documents	N
Parke Little Athletic Centre Inc	Particip ation	purchase of various athletics sporting equipment and equipment trolleys	2,938.20	2,938.20	87		Y
Parke Master s Games	Particip ation	develop a new sporting event - the Parkes Masters Games	10,000.00	69,500.00	79	Delivers a new sporting event to Parkes	Y
Currajo ng Disabilit y Service s	Particip ation	fund an all abilities swimming carnival	1,500.00	1,500.00	73	No quote for BBQ Lunch	Y
Parke Early Childho od Centre Inc	Particip ation	purchase of various trikes and scooters for use by kids registered at PECC	2,792.50	2,792.50	72		Y
Parke s	Particip ation	purchase 4 x 3x3		5,326.00	65		Y

and District Netball Association	Participation	printed gazebos for sheltering representative teams at local competitions	5,326.00				
Parkes Golf Club Co Op Limited	Participation	purchase of equipment to set up of driving range at the Parkes golf club	29,409.00	29,409.00	70	Grant request is above the maximum allowed under the program. Project needs more development work done. Does add a new facility accessible by all	N
Parkes Dragon Boat Club Inc	Participation	purchase a new dragon boat with cover	18,645.00	20,225.00	69	Grant request is above the maximum allowed under the program	N
Parkes Touch Football Association	Participation	purchase referee uniforms, whistle and conduct referee training course	2,500.00	2,875.00	58	No supporting documentation	N
Parkes Rugby Union Football Club	Participation	provide clothing including jerseys, socks and shorts	3,500.00	3,500.00	0	Uniforms not eligible under the program	N
Parkes Services Squash Centre	Participation	purchase 6 new volley squash nets	2,500.00	2,500.00	0	No supporting documentation	N
Parkes Swimming Club	Participation	purchase uniforms for representative swimmers	5,000.00	6,000.00	0	Uniforms not eligible under the program	N

Discussion

One application was partially completed (in draft) with missing quotes and other attachments. They were submitted by email prior to the close of the application period and so the application was included in considerations. No quote for furniture was received in time.

- Parkes and District Soccer Association

Two applications were for uniforms, which are no longer eligible under the grant program. These were from

- Parkes Rugby Union Football Club
- Parkes Swimming Club

The following groups were judged to have not met the selection criteria or were not allocated any funds:

- Parkes Hockey - grant request was above the minimum
- Parkes Marist Junior Rugby League - grant request was above the minimum. The committee encourages further discussions with Parkes Hockey and Parkes Shire Council on this project.
- Parkes Soccer Association - Other projects considered to be of greater merit
- Tullamore Bowling Club - Other projects considered to be of greater merit

- Parkes Tennis Club - Other projects considered to be of greater merit
- Parkes Services Squash - application did not include supporting documents
- Parkes Dragon Boat Club - grant request exceeded the program limit
- Parkes Golf Club - grant request exceeded the program limit.

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	Granted
Parkes Touch Football Association	Participation	purchase referee whistles and conduct referee training course	\$ 525.00 *
Parkes Australian Football Club Inc	Facilities	purchase 2 x steel built cupboards to store goods and football equipment and also update honour board	\$ 1,400.00 *
Parkes and District Netball Association	Participation	purchase 2 x 3x3 printed gazebos for sheltering representative teams at local competitions	\$ 2,665.00 *
Parkes and District Kennel Club	Facilities	install fencing for competition ring number 2	\$ 5,000.00
Parkes Early Childhood Centre Inc	Participation	purchase of various trikes and scooters for use by kids registered at PECC	\$ 2,792.00
Currajong Disability Services	Participation	fund an all-abilities swimming carnival	\$ 1,500.00
Parkes Masters Games Inc.	Participation	develop a new sporting event - the Parkes Masters Games	\$ 10,000.00
Trundle Showground Trust	Facilities	supply and replace synthetic grass on concrete pitch at Trundle Showground	\$ 5,723.70
Parkes Little Athletics Centre Inc	Participation	purchase of various athletics sporting equipment and equipment trolleys	\$ 2,938.00

*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	15,000.00	12,123.70	2,876.30	15,000.00	17,876.30
Participation #	21,688.00	20,420.00	1,268.00	15,000.00	16,268.00
Grand Totals	36,688.00	32,543.70	4,144.30	30,000.00	34,144.30

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	11/11/2022
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	25/11/2022
3	That the funds are transmitted to the groups as indicated at item 2 above	Luke	25/11/2022
4	That the next round be advertised including the funds carried forward as indicated at Item 3 above.	Anthony	1/3/2023

5. Meeting Close

5:24pm

9.7.2. Committee Minutes - Parkes Sports Council 8 November 2022

Prepared By:

Anthony McGrath, Secretary of the Parkes Sports Council.

Executive Summary

This report recommends that Parkes Shire Council ("Council") receive and note the Minutes of the Parkes Sports Council Committee Meeting held on 18 November 2022 and endorse the Committee's recommendations contained therein.

Background Information

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 and the Northparkes / Parkes Shire Council Sports Grants scheme.

As a Section 355 Committee, the minutes of its meetings must be presented to Council.

Legislative Information

The Parkes Sports Council operates under [Section 355 of the Local Government Act](#).

Project Delivery Program Implications

OPEN SPACE AND RECREATION - *Sports Fields*

OPEN SPACE AND RECREATION - *Open Space Facilities, Amenities and Public Toilets*

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 is considered to be Low.

Budget and Financial Aspects

Nil.

Recommendation

That Council:

1. Receive and note the Minutes of the Parkes Sports Council Meeting and the Parkes Masters Games Sub-Committee Meeting held on 7 November 2022, appended at *Attachment 1*.

Attachments

1. Minutes of the Parkes Sports Council meeting, including the minutes of the Parkes Masters Games Sub-Committee meeting, held on 7 November 2022.

Attachment 1 - Committee Minutes - Parkes Sports Council 8 November 2022

8 November 2022 Sports Council Minutes

Tuesday, 8 November 2022 7:31 PM

Meeting Formalities

Chairperson

Andrew Daley was elected chairperson as Al Gersbach was away and unable to attend.

Commencement and Location

7:35pm in the Committee Room at Parkes Shire Council and online via Microsoft Teams

Welcome

Chair Andrew Daley

Attendance

Andrew Daley (Hockey, Chair), Anthony McGrath (Secretary), Luke Nash (Finances), Greg Morrissey (Cricket), Michael Greenwood (Community Representative), Rachael Rice (Touch), Cr Louise O'Leary (Peak Hill, Masters Games), Peter Bristol (Golf), Andrew Thomas (Junior League)

Online

Geoff Finn

Guests: Peter Guppy, Geoff Finn (Parkes Shire Council Open Space Supervisor)

Apologies

Al Gersbach, Wayne Osbourne (Soccer), Gail Richardson (Community Representative), Mayor Ken Keith, Scott Knights (Cricket), Alan Gersbach, Bill & Beth Thomas (Dragon Boating & Croquet)

PREVIOUS Minutes.

Moved for confirmation by Anthony McGrath. Seconded by Andrew Thomas. Carried.

Next Meeting Date

13 December 2022

Meeting Close

The meeting closed at 8:55pm.

Meeting Minutes

Notable Sporting Performances

Cricket

- Parkes, Woodward Oval and Cecile Pepper have been included in a new book called ABC of Australian Cricket available in the Parkes Library.
- Unusual non-start to the season no matches played to date

Rugby League

- Jorja Simpson & Macy Morrison playing for West Tigers in the Tasha Gail cup (U21s)
- Western Rams U17 includes three players from Parkes, Toby Cox, Joe Monk & Ollie Thomas.
- NSW CC includes Elizabeth MacGregor
- U14 Penrith cubs development squad members, Tristan Ross & Sonny McGregor

Peak Hill

- Coper Dart played in NSW CHS opens Bowls team who won the inaugural SSA championships in Melbourne.

Hockey

- Masters included Mandy & Denise in over 50s. They achieved the silver medal
- O65s won gold including Maureen Massey
- Indoor hockey NSW included Amy Searl, Will Searl and Declan Daley all selected in U21 Side.
- Hockey One match in Parkes this weekend.

Swimming

- Blake Price competing in Australian junior championships

Squash

- Henry Kross won Silver at the U15 Australian championships

Review of Outstanding Actions

11/09/2018	1	That a draft version of the new constitution be put to a meeting of the Executive and Patrons before it is tabled at a future Sports Council meeting.	Anthony McGrath
13/8/2019	2	Sports Legends Board at Parkes Leagues Club to be relocated prior to their renovations in November	
14/10/2020	3	Dedication ceremony for the Cheney family trophy to be conducted before the first Grinsted Cup match this season	Luke Nash
8/12/2021	4	Sports Council recommends that council publish a media release to advise local residents of what is permitted and not permitted on local sporting grounds. Sporting groups can then share the media release on their social media pages.	Anthony McGrath
8/02/2022	5	That the possibility of a new social channel for Sporting groups to use to publicize their events and matches be discussed with Councils Comms team. The channel would allow contributions from sporting groups and be administered by a group of sports council members.	Anthony McGrath
8/3/2022	6	Parker-Stone light out on North West end. Geoff to investigate next week. Works to be scheduled when fields become accessible for contractor.	Geoff
14/09/2022	7	Investigate damage to light pole on tennis Court 5 and report incident.	Geoff Finn
14/09/2022	8	Check with project manager and advise Parkes Tennis when contractors will return to tennis club works.	Geoff Finn
11/08/2022	9	Mould and water inundation problem at Peak Hill synthetic tennis court. Instigate issue and advise best course of action (CRM)	Geoff Finn
11/08/2022	10	Check to see whether toilets at Woodward can be locked for Parkes Croquet	Geoff Finn
11/08/2022	11	Check access from croquet court to old club house for trip hazards, including blocks used to cover holes in the ground.	Geoff Finn
11/08/2022	12	Arrange pick up of old fridge from kerb at Cheney Park Amenities block	Geoff Finn

Discussion

- 7 - base of pole at tennis club repaired
- 8 - contractors returning to do more work at the Tennis club in the next 2 weeks.
- 9 - see report below - contractor to inspect
- 10 - request to building services submitted.

12 - old fridge picked up from Cheney Park.

Correspondence

The following items of correspondence was received or sent

1. Email notice of meeting sent to groups

Action

1,2 For information

Sports Projects Update

Geoff Finn presented a report on the current status of the [sports related projects](#)

- Inspected light pole at Tennis and repaired broken concrete
- Woody toilet block door lock repair requested
- Tennis club trip hazard to be investigated
- Peak Hill at Tennis club water on courts is seeping out of the wall and laying on the court. Contractors on site next week to continue work at Parkes and will also inspect Peak Hill as well.
- Contractor back to Tennis club to adjust the carpet. Geoff not really sure on what will be done.
- Moved fridge from Cheney Park
- Damage on Woodward oval turf caused by kids on wicket. Will inspect tomorrow to see if any fields will be ready.
- Elvis festival - concern that caravans on sporting fields will cause too much damage
- Ask that sporting groups support the council when fields are closed
- Geoff has moved the Western Rams to Parker Stone field.
- Preparations underway for Hockey One event.
- Baker street is closed, blisters removed and will be repaired and temporarily closed

Around the Grounds

Peak Hill (Louise O'Leary)

- Thanked Geoff and the boys for dropping everything and preparing Lindner oval for the Woodbridge cup Ladies tackle competition
- Asked that a letter be written to the organisers to ensure that the process be followed in future

Masters Games (Louise O'Leary)

- Secured grant funding to seed the event
- Have formed a committee
- In process of organising logo, bank account, web site, and incorporation.
- 9 Sports have indicated their willingness to participate

Junior Cricket (Luke Nash)

- Would like to start but fields are still very wet
- Hoping to get Spicer going

Touch (Racheal)

- Attending first rep carnival in Mudgee this weekend
- Competition started a month ago with only 2 rounds completed because of the weather
- Thanked Geoff and team for removing fridge and bin
- Asked about Snap send solve - Louise provided details
- Graffiti on Cheney park was unable to be cleaned. Will need to be repainted.
- Also attempted to clean graffiti off the amenities at Parker-Stone
- Asked about light settings for Harrison. Anthony will go through it with them

Junior League (Andy Thomas)

- SES at Pioneer this week
- U14 Western side moved to Parker Stone because SES wanted exclusive use of the ground
- AGM held - Andrew Thomas at the helm.
- Meetings held with Phil Donato and Sam Faraway about the grandstand and possible funding.

Parkes Golf (Peter Bristol)

- Realignment works has started on the golf course

Hockey (Andrew Daley)

- Season complete
- AGM in the next month
- Hockey One this weekend - first match outside a capital city. Includes Ben Bishop involved in ACT Chill and Myriah Williams playing for NSW Pride. Ticket sales are around 450, hoping for 800 on the day. Starts from 3:30pm. Dinner Saturday night at the Golf Club includes Jamie Dwyer as guest speaker. Kurt Lovett will be commentating.
- Contract awarded for reconstruction of Stephen Davies Field. Due to start in 2 weeks.

Financial Report - Operational and Capital Works Projects

Report provided tabled by Luke who moved that it be received. Seconded by Andrew Daley. Carried.

Michael Greenwood asked to what standard will Stephen Davies field be after the upgrade. Andrew Daley stated that it will be at an international standard.

General Business

Action Club Street Parade & Stalls

Peter Guppy spoke at the meeting to encourage sporting groups to participate in the Parade and to consider having a stall at the Park. He left the application form for the groups.

Cycling without age

Peter also promoted cycling without age and encouraged sporting groups to ask their volunteers to participate in this worthy program.

Northparkes Parkes Shire Sports Grants

Anthony stated that he had received 19 applications for the sports grants. The committee have selected the following projects.

Title	Project Type	Project Title	Granted
Parkes Touch Football Association	Participation	purchase referee uniforms, whistle and conduct referee training course	\$ 525.00 *
Parkes Australian Football Club Inc	Facilities	purchase 2 x steel built cupboards to store goods and football equipment and also update honour board	\$ 1,400.00 *
Parkes and District Netball Association	Participation	purchase 4 x 3x3 printed gazebos for sheltering representative teams at local competitions	\$ 2,665.00 *
Parkes and District Kennel Club	Facilities	install fencing for competition ring number 2	\$ 5,000.00
Parkes Early Childhood Centre Inc	Participation	purchase of various trikes and scooters for use by kids registered at PECC	\$ 2,792.00
Currajong Disability Services	Participation	fund an all abilities swimming carnival	\$ 1,500.00

Parkes Masters Games	Participation	develop a new sporting event - the Parkes Masters Games	\$ 10,000.00
Trundle Showground Trust	Facilities	supply and replace synthetic grass on concrete pitch at Trundle Showground	\$ 5,723.70
Parkes Little Athletics Centre Inc	Participation	purchase of various athletics sporting equipment and equipment trolleys	\$ 2,938.00

Sport and Recreation Advisory Committee

Michael Greenwood asked what the purpose and role of the committee would be. The Sport and Recreation committee was not listed on the Council web site. Louise O'Leary said she has missed some recent meetings where this was explained but will investigate and advise.

Cheney Park

Greg Morrissey asked about the condition of Cheney Park and the water table. Geoff advised that the northern end drainage is working, however the Southern end is still under water. Hoping that the work at Stephen Davies field, including drainage will address the problem.

Australia Day

Sports Awards discussed. Would like to try with starting with the sports awards first during the awards ceremony. Consider having Al introducing the ceremony and then presenting the awards, with someone else doing the announcements. Also considering the use of an event survey at this year's event.

Peak Hill Australia Day

Not hosting an event in Peak Hill. Nominations for awards are through the Parkes Shire Awards.

Skate Park Upgrade

Andrew Daley stated that the Bowling club, and nearby other residents were not notified of the development at the skate park. Concerned about kids accessing the bowling club. Bowling club to write a letter. Andrew Thomas also observed that run off from the construction work is not being controlled

Peak Hill Sports Council

Louise advised the club has been wound up and bank account closed. The remaining funds \$136 were transferred to the Parkes Shire Council in accord with their constitution.

Meeting Actions

9/11/2022	1	Find out the purpose of the Sport and Recreation Advisory Committee and advise	Louise O'Leary
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10. REPORTS OF THE GENERAL MANAGER

10.1. (GM) Presentation of Audited Financial Statements and Auditor's Report for 2021-22

Prepared By:

Chief Financial Officer

Executive Summary

The Auditor-General of New South Wales ("NSW Audit Office") and its audit service provider firm, Intentus Chartered Accountants, have completed the External Audit of Council's Financial Statements for the year ended 30 June 2022. Council has formally adopted and exhibited the Financial Statements, in accordance with its legislative obligations. This report recommends that Council note the presentation of the audited Financial Statements and Independent Auditor's Report, appended at *Attachment 1*, to the public.

Background Information

Section 416(1) of the *Local Government Act 1993* ("the Act") provides that Council's Financial Statements for a year must be prepared and audited within four (4) months of the end of the reporting period concerned (being 31 October).

The NSW Audit Office and its audit service provider firm, Intentus Chartered Accountants, have completed the External Audit of Council's Financial Statements for the year ended 30 June.

The 2021/22 Financial Statements and Auditor's Reports are appended at *Attachment 1*. Provided in Table 1, below, is a summary of the 2021/22 Financial Statements:

	2022 \$ '000	2021 \$ '000
Income Statement		
Total income from continuing operations	70,192	63,334
Total expenses from continuing operations	53,675	50,058
Operating result from continuing operations	16,517	13,276
Net operating result for the year	16,517	13,276
Net operating result before grants and contributions provided for capital purposes	5,301	3,692
Statement of Financial Position		
Total current assets	44,907	39,883
Total current liabilities	(19,512)	(19,511)
Total non-current assets	846,433	743,627
Total non-current liabilities	(23,920)	(25,310)
Total equity	847,908	738,689
Other financial information		
Unrestricted current ratio (times)	2.65	1.73
Operating performance ratio (%)	8.67%	6.61%
Debt service cover ratio (times)	10.90	10.07
Rates and annual charges outstanding ratio (%)	11.41%	11.76%
Infrastructure renewals ratio (%)	81.87%	155.07%
Own source operating revenue ratio (%)	61.57%	60.66%
Cash expense cover ratio (months)	8.92	9.57

At its Ordinary Meeting held on 18 October 2022, Council adopted the 2021/22 Financial Statements and resolved to publicly exhibit and invite submissions on the 2021/22 Financial

Statements and the Auditor's Report, ahead of the Ordinary Meeting to be held Tuesday, 15 November 2022.

Consistent with Council's resolution at its Ordinary Meeting held Tuesday, 18 October 2022 and its legislative obligations under the Act, the 2021/22 Financial Statements and Auditor's Report were publicly exhibited through to Wednesday, 09 November 2022.

Legislative or Policy Implications

As detailed above, section 413 the Act requires Council to prepare and audit its Financial Statements within four (4) months of the end of the reporting period concerned. Section 413 also provides that Council's audited Financial Statements must include a General Purpose Financial Report, which must be prepared in accordance with the Act and Regulations as well as the applicable publications issued by the Australian Accounting Standards Board.

Section 418 of the Act provides that Council must fix a date for the meeting at which it proposes to present its audited Financial Statements, together with the Auditor's reports, to the public, and provide public notice of that meeting. At Council's Ordinary Meeting of 18 October 2022 presentation of the Financial Statements was scheduled for 15 November 2022.

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

Project Delivery Implications

COUNCIL AND CORPORATE - *Finance*

Risk Assessment

As noted above, section 419 of the Act provides that Council must present its audited Financial Reports, together with the Auditor's Reports, at a meeting of the Council held on the date fixed for the meeting. Resolution of the Officer's Recommendation will ensure Council complies with its legislative obligations.

Budget and Financial Implications

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

Recommendation

That Council:

1. Note the presentation of the audited Financial Statements for the Year Ended 30 June 2022 and Independent Auditor's Report, appended at *Attachment 1*, to the public, pursuant to section 419(1) of the *Local Government Act 1993*.

Report

Consistent with Council's resolution at its Ordinary Meeting held Tuesday, 18 October 2022 and its legislative obligations under the Act, the 2019/20 Financial Statements and Auditor's Report were publicly exhibited following the Ordinary Meeting held Tuesday, 18 October 2022.

Public notice of the presentation of the audited Financial Statements at this meeting was published to Council's website at www.parkes.nsw.gov.au on Tuesday, 18 October 2022.

Public submissions on 2021/22 Financial Statements and Auditor's Report were invited until 5.00pm on Wednesday, 09 November 2022. Any submissions received during the exhibition period are required to be reported at this Ordinary Meeting and referred to the External Auditor in accordance with section 420(3) of the Act. No submissions were received.

With the public notice period having concluded, Ms Leanne Smith (Director, Intentus Chartered Accountants) will attend the Ordinary Meeting on 15 November 2022 via audio-visual link to formally present on Council's audited Financial Statements.

Attachments

1. Audited Financial Statements for the Year Ended 30 June 2022 (Distributed separately)

10.2. (GM) Quarterly Budget Review as at 30 September 2022

Prepared By:

Chief Financial Officer

Executive Summary

The quarterly budget review to 30 September 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 2022/23 operational budget, which programs the plan to achieve the actions, and strategic objectives set within Council's progressive delivery plan.

Project Delivery Implications

COUNCIL AND CORPORATE - *Finance*

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 quarterly budget review for has been presented from a comparison between actuals vs. budget and budget forecast for each fund across council to 30 September 2022.

Recommendation

1. That the budget review report to 30 September 2022 be received and noted.
2. That council adopt the budget variations proposed in the quarterly budget review to 30 September 2022.

Report

Council's original net operating result for the year ending 30 June 2023 was \$3.481m. Council has identified several variations to the original budget and is now reflecting a revised net operating result for 30 June 2023 of \$0.624m.

The original net operating result within council's general fund was a surplus of \$1.114m at 30 June 2023 and is now a revised budget surplus of \$0.574m. A significant increase in the depreciation expense \$0.690m has attributed to the adjusted operating result. As part of the external audit for the year ending 30 June 2022, council was required to undertake asset indexation of all asset classes. As a result, the carrying value of general fund related assets increased by \$58.7m, therefore council now incurs an increased annual depreciation expense.

The revised budget of user fees & charges has increased by \$1m to recognise the additional RMCC ordered works delivered for Transport for NSW. Consequently, material expenses have increased by 0.85m to reflect the costs associated with undertaking the RMCC ordered works program.

The original net operating result for 30 June 2023 within the water fund was \$1.331m and is now a revised operating deficit of (\$1.088m). During 1st quarter (July - September 2022), council recorded a significant reduction in commercial water charges and therefore user fees & charges within the water fund have decreased by (\$2.283m). The reduction in the projected income is attributed to significant rainfall and lower than expected consumption demand. Depreciation expenses within the water fund have also increased by 0.136m compared to the original budget estimate.

The revised budget within the sewer fund for 30 June 2023 now reflects a result of \$1.137m compared with the original budget of \$1.035m. The slightly improved operating result is attributed by a reduction in the depreciation expense forecast.

The below table outlines the proposed budget variations for the Quarterly Budget Review for quarter ending 30 September 2022.

Fund	Reporting Category	Budget Variation Amount	Reason for Proposed Variation
General	User Fees & Charges	\$1,000,000	Increase in user fees & charges to recognise RMCC ordered works been undertaken for TfNSW
General	Materials & Consumables	\$850,000	Increase in materials to reflect the cost of undertaking the RMCC ordered works for TfNSW

Fund	Reporting Category	Budget Variation Amount	Reason for Proposed Variation
General	Depreciation	\$690,000	Increase in depreciation expense compared to budget forecast. Council was required to undertake indexation of asset classes during YE 2022 audit which has subsequently increased the carrying value of assets by \$58.7m
Water	User Fees & Charges	(\$2,283,000)	Reduction in water usage by a significant commercial customer compared to budget forecast. Consumption has decreased following recent rainfall and lower than expected demand levels
Water	Depreciation	\$136,000	Increase in depreciation expense compared to budget forecast. Infrastructure assets have been transferred from sewer fund following recent asset revaluations. Additionally, revaluation of water infrastructure assets at YE 2022 increased the carrying value of assets by \$26.4m

Fund	Reporting Category	Budget Variation Amount	Reason for Proposed Variation
Sewer	Depreciation	(\$102,000)	Reduction in depreciation expense compared to budget forecast. Infrastructure assets have been transferred to water fund following recent asset revaluations

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 30 September 2022 indicates that Council's projected financial position at 30 June 2023 will be satisfactory at year end, having regard to projected estimates of income and expenditure and the original budgeted income and expenditure.

Attachments

Quarterly Budget Review ending 30 September 2022

Attachment 1 - Parkes Shire Council - Quarterly Budget Review - 30 September 2022



PARKES SHIRE COUNCIL

QUARTERLY BUDGET REVIEW

30 September 2022

PARKES
It all adds up.



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Parkes Shire Council


Quarterly Budget Review Statement
for the period 01/07/22 to 30/09/22

Report by responsible accounting officer

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

30 September 2022

It is my opinion that the Quarterly Budget Review Statement for Parkes Shire Council for the quarter ended 30/09/22 indicates that Council's projected financial position at 30/6/23 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.



Signed: _____

Date: 09/11/2022

Jaco Barnard
Responsible accounting officer

Parkes Shire Council **Quarterly Budget Review Statement**
for the period 01/07/22 to 30/09/22

Income & expenses budget review statement

Budget review for the quarter ended 30 September 2022

Income & expenses - Council Consolidated

(\$000's)	Original budget 2022/23	Approved changes					Revised budget 2022/23	Variations for this Sep Qtr	Projected year end result	Actual YTD figures
		Carry forwards	Other than by QBRs	Sep QBRs	Dec QBRs	Mar QBRs				
Income										
Rates and annual charges	23,397	-	-	-	-	23,397	-	23,397	19,292	
User charges and fees	17,039	-	-	-	-	17,039	(1,283)	15,756	2,518	
Other revenues	752	-	-	-	-	752	-	752	494	
Grants and contributions - operating	14,833	-	-	-	-	14,833	-	14,833	1,259	
Interest and investment revenue	539	-	-	-	-	539	-	539	93	
Net gain from disposal of assets	-	-	-	-	-	-	-	-	5	
Total income from continuing operations	56,560	-	-	-	-	56,560	(1,283)	55,277	23,661	
Expenses										
Employee benefits and on-costs	18,129	-	-	-	-	18,129	-	18,129	4,266	
Borrowing costs	679	-	-	-	-	679	-	679	176	
External Services	9,782	-	-	-	-	9,782	-	9,782	2,306	
Materials and Consumables	3,743	-	-	-	-	3,743	850	4,593	1,029	
Water, Electricity & Statutory	3,048	-	-	-	-	3,048	-	3,048	526	
IT & Communications	286	-	-	-	-	286	-	286	62	
Insurance	796	-	-	-	-	796	-	796	749	
Administration	3,176	-	-	-	-	3,176	-	3,176	599	
Travel & Entertainment	204	-	-	-	-	204	-	204	39	
Financials	235	-	-	-	-	235	-	235	(74)	
Internal Charges	(1,640)	-	-	-	-	(1,640)	-	(1,640)	(265)	
Net Loss from disposal of assets	165	-	-	-	-	165	-	165	-	
Depreciation and amortisation	14,476	-	-	-	-	14,476	724	15,200	3,800	
Total expenses from continuing operations	53,079	-	-	-	-	53,079	1,574	54,653	13,213	
Net operating result from continuing operations	3,481	-	-	-	-	3,481	(2,857)	624	10,448	

Parkes Shire Council **Quarterly Budget Review Statement**
for the period 01/07/22 to 30/09/22

Income & expenses budget review statement

Budget review for the quarter ended 30 September 2022

Income & expenses - General Fund

(\$000's)	Original budget 2022/23	Approved Changes					Revised budget 2022/23	Variations for this Sep Qtr	Notes	Projected year end result	Actual YTD figures
		Carry forwards	Other than by QBRS	Sep QBRS	Dec QBRS	Mar QBRS					
Income											
Rates and annual charges	18,011	-	-	-	-	-	18,011	-		18,011	17,916
User charges and fees	5,034	-	-	-	-	-	5,034	1,000	1	6,034	739
Other revenues	752	-	-	-	-	-	752	-		752	457
Grants and contributions - operating	14,833	-	-	-	-	-	14,833	-		14,833	1,269
Interest and investment revenue	193	-	-	-	-	-	193	-		193	77
Net gain from disposal of assets	-	-	-	-	-	-	-	-		-	-
Total income from continuing operations	38,823	-	-	-	-	-	38,823	1,000		39,823	20,458
Expenses											
Employee benefits and on-costs	15,215	-	-	-	-	-	15,215	-		15,215	3,504
Borrowing costs	363	-	-	-	-	-	363	-		363	92
External Services	8,231	-	-	-	-	-	8,231	-		8,231	2,097
Materials and Consumables	3,215	-	-	-	-	-	3,215	850	2	4,065	848
Water, Electricity & Statutory	1,016	-	-	-	-	-	1,016	-		1,016	425
IT & Communications	286	-	-	-	-	-	286	-		286	62
Insurance	796	-	-	-	-	-	796	-		796	749
Administration	2,908	-	-	-	-	-	2,908	-		2,908	548
Travel & Entertainment	164	-	-	-	-	-	164	-		164	33
Financials	235	-	-	-	-	-	235	-		235	(74)
Internal Charges	(3,919)	-	-	-	-	-	(3,919)	-		(3,919)	(1,016)
Net Loss from disposal of assets	165	-	-	-	-	-	165	-		165	(5)
Depreciation and amortisation	9,034	-	-	-	-	-	9,034	690	3	9,724	2,431
Total expenses from continuing operations	37,709	-	-	-	-	-	37,709	1,540		39,249	9,694
Net operating result from continuing operations	1,114	-	-	-	-	-	1,114	(540)		574	10,764

Parkes Shire Council **Quarterly Budget Review Statement**
for the period 01/07/22 to 30/09/22

Income & expenses budget review statement

Budget review for the quarter ended 30 September 2022

Income & expenses - Water Fund

(\$000's)	Original budget 2022/23	Approved changes					Revised budget 2022/23	Variations for this Sep Qtr	Notes	Projected year end result	Actual YTD figures
		Carry forwards	Other than by QBRs	Sep QBRs	Dec QBRs	Mar QBRs					
Income											
Rates and annual charges	1,621	-	-	-	-	-	1,621	-		1,621	419
User charges and fees	11,534	-	-	-	-	-	11,534	(2,283)	4	9,251	1,668
Other revenues	-	-	-	-	-	-	-	-		-	37
Grants and contributions - operating	-	-	-	-	-	-	-	-		-	(10)
Interest and investment revenue	193	-	-	-	-	-	193	-		193	11
Net gain from disposal of assets	-	-	-	-	-	-	-	-		-	-
Total income from continuing operations	13,348	-	-	-	-	-	13,348	(2,283)		11,065	2,125
Expenses											
Employee benefits and on-costs	2,199	-	-	-	-	-	2,199	-		2,199	585
Borrowing costs	200	-	-	-	-	-	200	-		200	54
External Services	980	-	-	-	-	-	980	-		980	137
Materials and Consumables	361	-	-	-	-	-	361	-		361	117
Water, Electricity & Statutory	1,863	-	-	-	-	-	1,863	-		1,863	102
IT & Communications	-	-	-	-	-	-	-	-		-	-
Insurance	-	-	-	-	-	-	-	-		-	-
Administration	244	-	-	-	-	-	244	-		244	46
Travel & Entertainment	33	-	-	-	-	-	33	-		33	6
Financials	-	-	-	-	-	-	-	-		-	-
Internal Charges	2,161	-	-	-	-	-	2,161	-		2,161	646
Net Loss from disposal of assets	-	-	-	-	-	-	-	-		-	-
Depreciation and amortisation	3,976	-	-	-	-	-	3,976	136	5	4,112	1,028
Total expenses from continuing operations	12,017	-	-	-	-	-	12,017	136		12,153	2,721
Net operating result from continuing operations	1,331	-	-	-	-	-	1,331	(2,419)		(1,088)	(596)

Parkes Shire Council **Quarterly Budget Review Statement**
for the period 01/07/22 to 30/09/22

Income & expenses budget review statement

Budget review for the quarter ended 30 September 2022

Income & expenses - Sewer Fund

(\$000's)	Original budget 2022/23	Approved changes					Revised budget 2022/23	Variations for this Sep Qtr	Notes	Projected year end result	Actual YTD figures
		Carry forwards	Other than by QBRS	Sep QBRS	Dec QBRS	Mar QBRS					
Income											
Rates and annual charges	3,765	-	-	-	-	-	3,765	-		3,765	957
User charges and fees	470	-	-	-	-	-	470	-		470	111
Other revenues	-	-	-	-	-	-	-	-		-	-
Grants and contributions - operating	-	-	-	-	-	-	-	-		-	-
Interest and investment revenue	153	-	-	-	-	-	153	-		153	6
Net gain from disposal of assets	-	-	-	-	-	-	-	-		-	-
Total income from continuing operations	4,388	-	-	-	-	-	4,388	-		4,388	1,074
Expenses											
Employee benefits and on-costs	715	-	-	-	-	-	715	-		715	178
Borrowing costs	116	-	-	-	-	-	116	-		116	31
External Services	571	-	-	-	-	-	571	-		571	72
Materials and Consumables	167	-	-	-	-	-	167	-		167	63
Water, Electricity & Statutory	169	-	-	-	-	-	169	-		169	-
IT & Communications	-	-	-	-	-	-	-	-		-	-
Insurance	-	-	-	-	-	-	-	-		-	-
Administration	25	-	-	-	-	-	25	-		25	5
Travel & Entertainment	6	-	-	-	-	-	6	-		6	-
Financials	-	-	-	-	-	-	-	-		-	-
Internal Charges	118	-	-	-	-	-	118	-		118	106
Net Loss from disposal of assets	-	-	-	-	-	-	-	-		-	-
Depreciation and amortisation	1,466	-	-	-	-	-	1,466	(102)	6	1,364	341
Total expenses from continuing operations	3,353	-	-	-	-	-	3,353	(102)		3,251	796
Net operating result from continuing operations	1,035	-	-	-	-	-	1,035	102		1,137	278

Parkees Shire Council **Quarterly Budget Review Statement**
for the period 01/07/22 to 30/09/22

Income & expenses budget review statement

Budget review for the quarter ended 30 September 2022

Income & expenses - Council Consolidated

(\$000's)	Original budget 2022/23	Approved changes					Revised budget 2022/23	Variations for this Sep Qtr	Projected year end result	Actual YTD figures
		Carry forwards	Other than by QBRs	Sep QBRs	Dec QBRs	Mar QBRs				
Income										
Council & Corporate	23,335	-	-	-	-	23,335	-	23,335	15,572	
Commercial Enterprise	3,100	-	-	-	-	3,100	-	3,100	774	
Economy & Engagement	1,011	-	-	-	-	1,011	-	1,011	152	
Emergency Services	282	-	-	-	-	282	-	282	-	
Library, Culture & Social Justice	160	-	-	-	-	160	-	160	35	
Open Space & Recreation	448	-	-	-	-	448	-	448	64	
Planning, Certification & Compliance	568	-	-	-	-	568	-	568	155	
Transport & Drainage	9,148	-	-	-	-	9,148	1,000	10,148	564	
Waste Management	3,764	-	-	-	-	3,764	-	3,764	3,147	
Sewerage	4,388	-	-	-	-	4,388	-	4,388	1,073	
Water Supply	13,348	-	-	-	-	13,348	(2,283)	11,065	2,125	
Total income from continuing operations	59,552	-	-	-	-	59,552	(1,283)	58,269	23,661	
Expenses										
Council & Corporate	19,018	-	-	-	-	19,018	690	19,708	3,882	
Commercial Enterprise	2,276	-	-	-	-	2,276	-	2,276	707	
Economy & Engagement	3,056	-	-	-	-	3,056	-	3,056	664	
Emergency Services	747	-	-	-	-	747	-	747	38	
Library, Culture & Social Justice	958	-	-	-	-	958	-	958	300	
Open Space & Recreation	2,713	-	-	-	-	2,713	-	2,713	733	
Planning, Certification & Compliance	2,365	-	-	-	-	2,365	-	2,365	485	
Transport & Drainage	6,334	-	-	-	-	6,334	850	7,184	2,685	
Waste Management	3,235	-	-	-	-	3,235	-	3,235	831	
Sewerage	3,353	-	-	-	-	3,353	(102)	3,251	795	
Water Supply	12,017	-	-	-	-	12,017	136	12,153	2,093	
Total expenses from continuing operations	56,071	-	-	-	-	56,071	1,574	57,645	13,213	
Net operating result from continuing operations	3,481	-	-	-	-	3,481	(2,857)	624	10,448	

10.3. (GM) Investments and Borrowings as at 31 October 2022

Prepared By:

Chief Financial Officer

Executive Summary

The carrying value of Council's cash & investments at 31 October 2022 was \$39,240,498 and the principal outstanding on Council's borrowings was \$17,852,496.

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

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

That the information in relation to investments held and borrowings at 31 October 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 31 October 2022.

The movement in Cash & Investments for the month ending 31 October 2022 were as follows:

Opening Balance as at 1 October 2022	\$ 41,698,730
Net - Cash, Grants Received & Investments Redeemed	(\$ 2,458,232)
Closing Balance as at 31 October 2022	\$ 39,240,498

Currently, pre-paid grants total \$10.21m and externally restricted reserves for water & sewer funds approximately total \$19.06m. Therefore, it remains 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 31 October 2022 were as follows:

Opening Balance as at 1 July 2022	\$ 18,164,037
Plus, New Borrowings Drawn down - July to October 2022	\$
Less, Borrowing Repayments - July to October 2022	(\$ 311,541)
Closing Balance as at 31 October 2022	\$ 17,852,496

Council currently has a total of 8 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.

Parkes Shire Council Investment Register as at 31 October 2022					
ADI	Investment Type	Face Value (Including FV Adj)	Settlement Date	Maturity Date	Interest Rate
Westpac - Maxi	At Call Cash	6,765,000	At Call	At Call	0.85%
NAB	Term Deposit	1,000,000	6/01/2022	16/10/2022	0.62%
NAB	Term Deposit	1,000,000	14/07/2022	14/11/2022	2.81%
AMP Bank	Term Deposit	3,500,000	20/01/2022	16/12/2022	1.10%
National Australia Bank	Term Deposit	2,000,000	30/06/2022	30/12/2022	3.00%
BOQ	Term Deposit	500,000	2/01/2018	3/01/2023	3.45%
National Australia Bank	Term Deposit	1,000,000	6/01/2022	6/01/2023	0.70%
National Australia Bank	Term Deposit	1,000,000	6/01/2022	6/01/2023	0.70%
Suncorp	Term Deposit	3,000,000	30/06/2022	30/01/2023	3.42%
BOQ	Term Deposit	4,000,000	29/04/2022	30/01/2023	2.36%
AMP	Term Deposit	500,000	18/08/2022	14/02/2023	3.65%
Bendigo & Adelaide Bank	Term Deposit	1,500,000	29/06/2022	29/03/2023	3.50%
NAB	Term Deposit	3,000,000	18/08/2022	19/06/2023	3.76%
Suncorp	Term Deposit	2,500,000	14/07/2022	14/07/2023	4.08%
AMP	Term Deposit	1,000,000	5/08/2021	8/08/2023	0.75%
AMP Bank	Term Deposit	500,000	18/08/2022	18/08/2023	4.15%
Rabobank Australia	Term Deposit	500,000	23/11/2018	22/11/2023	3.43%
BOQ	Term Deposit	1,000,000	30/07/2021	30/07/2024	0.79%
CBA	Floating Rate Note	505,030	16/08/2018	16/08/2023	3.23%
CBA	Floating Rate Note (Fixed)	994,598	18/08/2022	18/08/2025	4.20%
BOQ	Floating Rate Note	1,994,920	21/04/2022	29/10/2025	3.22%
CBA	Floating Rate Note	1,480,950	11/01/2022	14/01/2027	2.74%
Investments - Term Deposits		27,500,000			
Investments - Floating Rate Notes		4,975,498			
Investments - Cash At Call		6,765,000			
Total Investments & Floating Rate Notes		39,240,498			

Loan Movements 2022-23							
Borrower (by Purpose)	Lender	System Loan No.	Loan Term Years	Date of Maturity	Interest Rate	Original Amount Borrowed \$	Principal Outstanding as at 31 October 2022
General Fund							
Airport Runway Rehabilitation	NAB	1	20	2030	8.21%	\$ 2,000,000	1,132,558
30 Welcome Street	NAB	3	20	2030	8.21%	\$ 500,000	283,139
Henry Parkes Centre	NAB	4	20	2030	8.01%	\$ 950,000	559,595
Parkes Swimming Pool Upgrade	ANZ	5	10	2022	5.60%	\$ 2,000,000	-
Renewable Energy	NAB	6	10	2022	3.922%	\$ 700,000	-
Parkes Regional Airport Redevelopment	CBA	8	10	2024	5.91%	\$ 1,000,000	192,709
Community Infrastructure, Drainage	TCorp	10	10	2026	3.485%	\$ 2,220,000	2,220,000
Transport Infrastructure	TCorp	11	10	2028	3.670%	\$ 3,000,000	3,000,000
Total General Fund						\$ 12,370,000	7,388,001
Sewer Fund							
Parkes Sewer Treatment Plant	TCorp	7	10	2026	2.90	\$ 4,000,000	4,000,000
Total Sewer Fund						\$ 4,000,000	4,000,000
Water Fund							
Parkes Water Treatment Plant	TCorp	9	20	2036	3.045	\$ 8,500,000	6,464,495
Total Water Fund						\$ 8,500,000	6,464,495
Total All Funds						\$ 24,870,000	17,852,496

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

10.4. (GM) Vale Edward (Ted) Wallace Clarke

Prepared By:

General Manager

Executive Summary

Edward Wallace Clarke, better known as Ted, was a long serving Parkes Municipal and Parkes Shire Council employee. Ted passed away peacefully surrounded by his loving family on Sunday 23 October 2022 at the age of 93.

Background Information

Nil.

Legislative or Policy Implications

Nil.

Budget and Financial Aspects

Nil.

Recommendation

That the information be received and noted.

Report

Edward (Ted) Clarke lived almost all his life in Parkes. Commencing work with the then Parkes Municipal Council on 26 March 1946 at the age of 18. Ted was employed for 48 years as the Deputy Chief and Chief Health and Building Surveyor, retiring from the Parkes Shire Council on 19 August 1994. Ted's life was celebrated at a gathering at the Parkes Leagues Club on 03 November 2022.

Attachments

Nil.

10.5. (GM) Local Government Professionals Australia NSW - Aspiring Leaders Program

Prepared By:

General Manager

Executive Summary

Three Council Officers recently graduated from the Local Government Professionals Australia NSW Aspiring Leaders Program. This report recommends that Council extend its congratulations to all three Council Officers on their successful completion of the Aspiring Leaders Program.

Background Information

Each year, Local Government Professionals Australia NSW facilitates the Aspiring Leaders Program, which is a development opportunity for leaders who wish to improve their ability to lead and manage their teams. Through a variety of learning mediums, the program builds over five in-class learning days and three online coaching sessions, developing their leadership, communication, performance improvement, conflict resolution, and personal presentation skills, all of which are recognised as essential skills for the modern leader to be confident and proficient in the workplace.

Legislative or Policy Implications

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

Budget and Financial Aspects

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

Recommendation

That Council:

1. Extend its congratulations to Ms Cass, Ms Creith and Mr Nash on successfully completing the LG Professionals Australia NSW Aspiring Leaders Program.

Report

As part of our commitment to "Grow our Own", Parkes Shire Council has supported three Council Officers to undertake the Aspiring Leaders Program in 2023, namely:

- Mrs Mikaela Cass, Strategy, Systems and Performance Lead;
- Ms Ali Creith, Corporate Communications and Brand Specialist; and
- Mr Luke Nash, Financial Accountant.

Over the course of 2022, all three participants have invested considerable time and energy into completing the program. As part of the program, LG Professionals NSW allocated each participant a mentor to provide coaching and support them in their professional development. Each mentor was a senior manager from another local council, whose professional background and skills complemented the participants' roles and professional aspirations:

- Mrs Cass was coached by Program Leader Strategic Workforce at Blue Mountains City Council's Program Leader Strategic Workforce, Ms Paula Ford;
- Ms Creith was coached by Queanbeyan-Palerang Regional Council's Service Manager Workplace and Governance, Mr Ricky Tozer;
- Mr Nash was coached by Strathfield Council's General Manager, Mr Michael Mamo.

LG Professionals Australia NSW held a formal graduation ceremony on Wednesday, 2 November 2022 in Sydney, at which Mrs Cass, Ms Creith and Mr Nash received their Certificates of Graduation.

Council looks forward to supporting more emerging leaders, new managers and high potential employees undertake the Aspiring Leaders Program in future years.



Image (L-R): Mr Cian Middleton (Director Customer, Corporate Services and Economy), Ms Mikaela Cass (Strategy, Systems and Performance Lead), Mr Luke Nash (Financial Accountant), Ms Ali Creith (Corporate Communications and Brand Specialist) and Mr Kent Boyd PSM (General Manager).

11. REPORTS OF THE DIRECTOR CUSTOMER, CORPORATE SERVICES AND ECONOMY

11.1. (DCCSE) Endorsement of Annual Report 2021-2022

Prepared By:

Director Customer, Corporate Services and Economy

Executive Summary

Under the Integrated Planning and Reporting ("IP&R") provisions of the *Local Government Act 1993* ("the Act") require Parkes Shire Council ("Council") to prepare an Annual Report detailing its achievements in implementing its adopted Delivery Program and Operational Plan over the previous financial year. The Annual Report must include a copy of Council's audited Financial Statements, and once endorsed, a copy of the Annual Report must be provided to the Minister for Local Government. This report is the last in the previous IP&R program and recommends that Council formally endorse the Annual Report, appended at *Attachment 1*.

Background Information

The IP&R provisions of the Act require Council to produce an Annual Report each year. As with all documents included within the IP&R framework, the Annual Report must be prepared in accordance with the Office of Local Government's ("the OLG") Integrated Planning and Reporting Guidelines ("the Guidelines").

The Annual Report must focus on Council's achievements in implementing its adopted Delivery Program and Operational Plan and include a copy of Council's audited Financial Statements for the year, in addition to a range of other information as specified in the Act and accompanying *Local Government (General) Regulation 2021* ("the Regulation") as well as other legislation.

Once adopted by Council, the Annual Report must be submitted to the Minister for Local Government and published to Council's website within five (5) months of the end of the financial year, being 30 November.

Legislative or Policy Implications

Act and Regulation require Council to prepare and adopt an Annual Report for the 2021-2022 year. The Annual Report has been prepared to ensure compliance with these legislative requirements. In addition to detailing the information prescribed under clause 217 of the Regulation; the Annual Report reports on those matters prescribed by other legislation, including the:

- *Companion Animals Act 1998* and *Companion Animals Regulation 2008*;
- *Government Information (Public Access) Act 2009* and *Government Information (Public Access) Regulation 2018*;
- *Environmental Planning and Assessment Act 1979*; and
- *Public Interest Disclosures Act 1994* and *Public Interest Disclosures Regulation 2011*.

Project Delivery Implications

COUNCIL AND CORPORATE - *Governance and Strategy*

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. However, the Annual Report does present a summary of Council's performance over the 2021-2022 financial year and as required under the Regulation, contains a copy of the organisation's audited Financial Statements for the 2021-2022 year.

Recommendation

That Council:

1. Endorse the Annual Report 2021-2022, appended at *Attachment 1*, pursuant to section 428 of the *Local Government Act 1993*.
2. Note that the Annual Report 2021-2022 will be submitted to the Minister for Local Government and published to Council's website by 30 November 2022, pursuant to section 428(5) of the *Local Government Act 1993*.

Report

The Annual Report is appended at Attachment 1 and summarises Council's performance over the 2021-2022 year and highlights the projects, services, programs and events delivered during the reporting period to support the implementation of Council's Delivery Program 2017-2022 and Operational Plan 2021-2022.

The Annual Report also contains information on several other statutory and regulatory matters, including Council's financial performance for the reporting period.

The Annual Report comprises the following sections:

- Part 1 - Introduction: Includes a message from the Mayor and General Manager and outlines the IP&R framework, including the role and purpose of the Annual Report, and provides an overview of Council, including Councillors, Council meetings and committees, and its organisation structure during the 2021-2022 reporting period.
- Part 2 - 2021/22 Year in Review: Reports on the financial performance of Council's 2021-2022 Operational Plan, including Council's Capital Works Program for the 2021-2022 reporting period, as required under the Capital Expenditure Guidelines issued by the OLG pursuant to section 23A of the Act.
- Part 3 - Achieving our Operational Plan: Reports on Council's progress in implementing its 2021/22 Operational Plan.
- Part 4 - Statutory Reporting: Reports on Council's general reporting requirements set out in section 428 of the Act and clause 217 of the Regulation, as well as other reporting requirements imposed on Council by other legislation.

- Appendix A - Government Information (Public Access) Act Reporting: Contains Council's Government Information (Public Access) Act 2009 Annual Report for the 2021-2022 reporting period.
- Appendix B - Audited Financial Statements: Contains Council's audited Financial Statements for the Year Ended 30 June 2022 and Independent Auditor's Report.

Attachments

1. Annual Report 2021-2022 (Distributed Separately)

11.2. (DCCSE) 2022-2023 Operational Plan Progress Report (Quarter 1)

Prepared By:

Director Customer, Corporate Services and Economy

Executive Summary

Under the Integrated Planning and Reporting ("IP&R") framework, Parkes Shire Council ("Council") must produce a progress report on the implementation of its Delivery Program, at least every six months. In line with Council's commitment to open, accountable and representative local government, Council has chosen to report on the implementation of its Delivery Program every three months. This report recommends that the Operational Plan Progress Report for the six-month period from 1 July to 30 September 2022 ("Quarter 1") be received and noted.

Background Information

The IP&R provisions of the *Local Government Act 1993* ("the Act") require Council to develop and adopt an inter-related suite of strategic documents, including a 10-year Community Strategic Plan, four-year Delivery Program and annual Operational Plan. Under the *Integrated Planning and Reporting Guidelines* issued by the Office of Local Government and prescribed under section 23A of the Act; Council's General Manager must ensure that progress reports are provided to the Council's governing body, with respect to the principal activities detailed in the Delivery Program, at least every six months.

Legislative or Policy Implications

[Local Government Act 1993, Section 404 - Delivery Program](https://www.olg.nsw.gov.au/wp-content/uploads/2021/09/Integrated-Planning-and-Reporting-Guidelines.pdf)<https://www.olg.nsw.gov.au/wp-content/uploads/2021/09/Integrated-Planning-and-Reporting-Guidelines.pdf>

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

Project Delivery Implications

COUNCIL AND CORPORATE - *Governance and Strategy*

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 2022-2023 Operational Plan Progress Report (Quarter 1), appended at *Attachment 1*, pursuant to section 4.9 of the Integrated Planning and Reporting Guidelines.

Report

The Operational Plan Progress Report (Quarter 1) is appended at *Attachment 1* and summarises Council's progress on the implementation of its Delivery Program 2022-2025.

The Operational Plan Progress Report (Quarter 1) comprises the following sections:

- Part 1 - Introduction: Outlines the IP&R framework, including the role and purpose of the Operational Plan, and how Council plans and reports on the progress of its Delivery Program.
- Part 2 - 2022/23 Operational Plan: Outlines the Operational and Capital Funding Summary and key achievements in the implementation of the Delivery Program.
- Part 3 - Council and Corporate: Reports on Council's progress in implementing the outputs outlined in the Council and Corporate function of the Delivery Program.
- Part 4 - Commercial Enterprise: Reports on Council's progress in implementing the outputs outlined in the Commercial Enterprise function of the Delivery Program.
- Part 5 - Economy and Engagement: Reports on Council's progress in implementing the outputs outlined in the Economy and Engagement function of the Delivery Program.
- Part 6 - Emergency Services: Reports on Council's progress in implementing the outputs outlined in the Emergency Services function of the Delivery Program.
- Part 7 - Library, Culture and Social Justice: Reports on Council's progress in implementing the outputs outlined in the Library, Culture and Social Justice function of the Delivery Program.
- Part 8 - Open Space and Recreation: Reports on Council's progress in implementing the outputs outlined in the Open Space and Recreation function of the Delivery Program.
- Part 9 - Planning, Certification and Compliance: Reports on Council's progress in implementing the outputs outlined in the Planning, Certification and Compliance function of the Delivery Program.
- Part 10 - Sewerage: Reports on Council's progress in implementing the outputs outlined in the Sewerage function of the Delivery Program.
- Part 11 - Transport and Drainage: Reports on Council's progress in implementing the outputs outlined in the Transport and Drainage function of the Delivery Program.
- Part 12 - Waste Management: Reports on Council's progress in implementing the outputs outlined in the Waste Management function of the Delivery Program.
- Part 13 - Water Supply: Reports on Council's progress in implementing the outputs outlined in the Water Supply function of the Delivery Program.

Attachments

1. 2022-2023 Operational Plan Progress Report (Quarter 1) (Distributed separately)

11.3. (DCCSE) Adoption of draft Councillor Expenses and Facilities Policy

Prepared By:

Director Customer, Corporate Services and Economy

Executive Summary

Under the *Local Government Act 1993* ("the Act"), Parkes Shire Council ("Council") is required to review and re-adopt its Councillor Expenses and Facilities Policy within the first twelve months of each term of a Council. At its Ordinary Meeting held 20 September 2022, Council resolved to place the draft Councillor Expenses and Facilities Policy on public exhibition, prior to adoption. Following the conclusion of the public exhibition period, this report recommends that Council formally adopt the draft Councillor Expenses and Facilities Policy ("the draft Policy"), appended at *Attachment 1*.

Background Information

Under section 252 of the Act, Council must adopt a new policy concerning the payment of expenses and provision of facilities to the Mayor and Councillors within twelve (12) months of the Local Government ordinary elections.

In developing its policy, Council must comply with the relevant provisions of the Act and accompanying *Local Government (General) Regulation 2021* ("the Regulation"), as well as the *Guidelines for the Payment of Expenses and Provision of Facilities for Mayors and Councillors in NSW* ("the Guidelines"), as prescribed under section 23A of the Act.

Legislative or Policy Implications

As detailed above, section 252 of the Act provides that Council must adopt a policy concerning the payment of expenses and provision of facilities to its Mayor and Councillors within the first 12 months of each Council term. Due to the last Local Government ordinary elections being held in December 2021, this process must be completed by December 2022.

Section 253 of the Act provides that Council must give public notice of its intention to adopt or amend a policy concerning the payment of expenses or provision of facilities to Councillors, allowing at least 28 days for the making of public submissions, and subsequently consider any submissions received prior to the adoption of the draft Policy. Further commentary regarding the public exhibition process is detailed below.

Section 254 of the Act provides that any decisions regarding the adoption or review of the policy, including any discussion and consideration of the policy, must be conducted in open meeting (i.e. not closed to the public).

Project Delivery Implications

COUNCIL AND CORPORATE - *Civic*

Risk Assessment

Adoption of the draft Policy ensures Council achieves compliance with its requirements under sections 252 and 253 of the Act.

Budget and Financial Implications

The Guidelines provide that the payment of expenses and the provision of equipment and facilities to Councillors must not be open-ended (that is, clear monetary limits must be established). Accordingly, to ensure consistency with the Guidelines; the draft Policy clearly establishes the maximum expenditure limits for all expense categories (refer Annexure II). Allocation for each expense category, up to the limit specified, will be made in Council's annual Operational Plan, as adopted by Council prior to the commencement of each financial year.

Recommendation

That Council:

1. Adopt the draft Councillor Expenses and Facilities Policy, appended at *Attachment 1*, pursuant to section 252 of the *Local Government Act 1993*.
2. Upon adoption of the draft Councillor Expenses and Facilities Policy, repeal the Payment of Expenses and Provision of Facilities to Mayor and Councillors Policy adopted July 2014.

Report

The draft Councillor Expenses and Facilities Policy ("the draft Policy") enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties. It ensures accountability and transparency and seeks to align Councillor expenses and facilities with community expectations. Consistent with legislative requirements, the draft Policy stipulates limits for each expense category provided.

The Office of Local Government ("the OLG") has developed a "best practice" policy template for use by local councils, and the draft Policy provided for Council's consideration has utilised that template. Minor amendments have been throughout the document, specifically with respect to professional development expenses, to ensure alignment with Council's Councillor Induction and Professional Development Policy.

The draft Policy has been prepared in accordance with the relevant provisions of the Act and Regulation, as detailed above, and complies with the Guidelines issued by the OLG and prescribed under section 23A of the Act.

Pursuant to section 253 of the Act, Council is required to give public notice of its intention to amend or adopt a policy concerning the payment of expenses and provision of facilities to Councillors and exhibit its draft policy. At its Ordinary Meeting held 20 September 2022, Council resolved to publicly exhibit the draft Policy for a period of 28 days [**res. 22-314**].

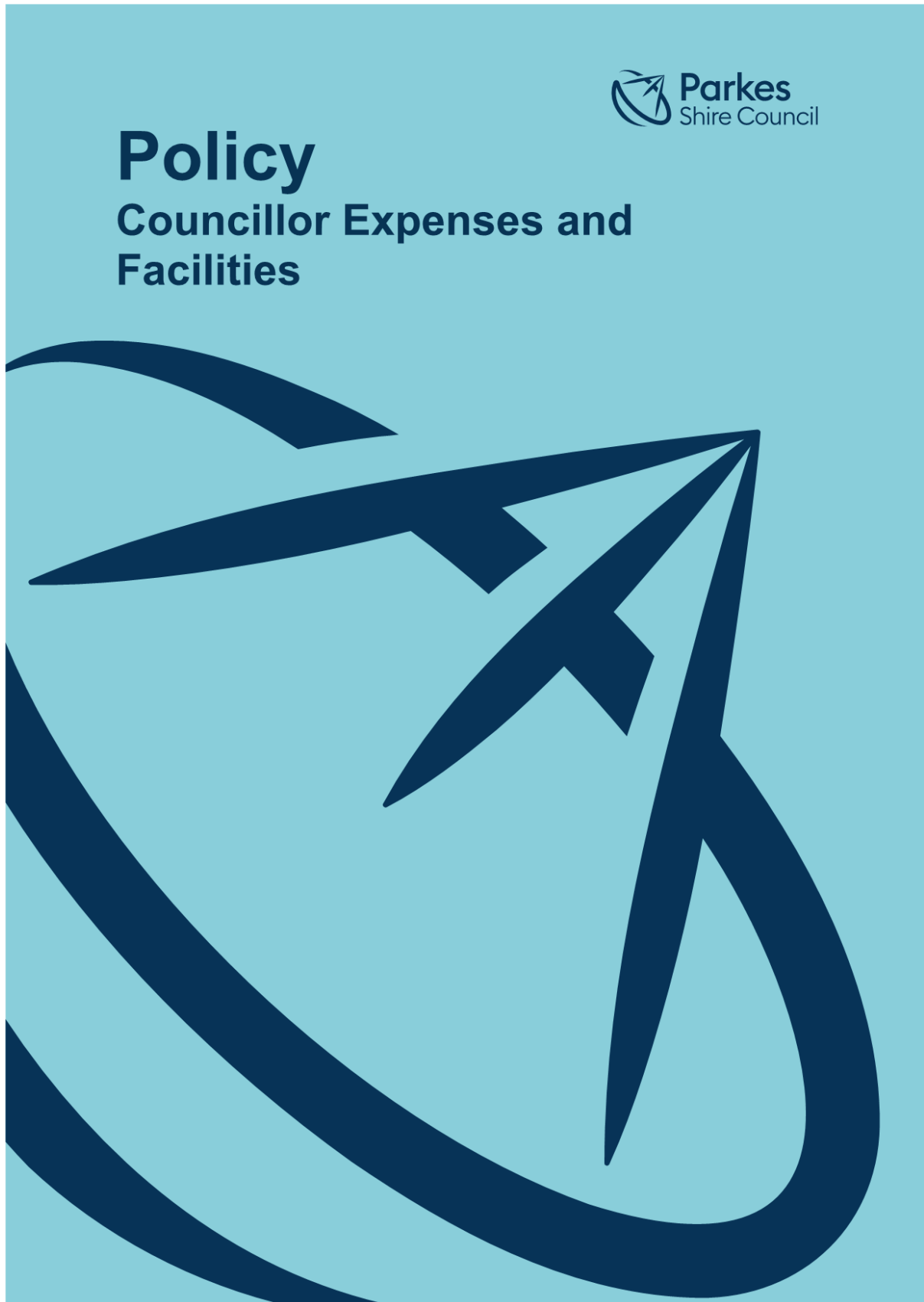
The exhibition commenced upon resolution of the Officer's Recommendation (Tuesday, 20 September 2022), and concluded Friday, 21 October 2022. The public exhibition period was promoted via Council's online consultation platform, *Your Say Parkes* (available at yoursay.parkes.nsw.gov.au). No submissions were received on the draft Policy.

Following conclusion of the public exhibition period, it is recommended that Council formally adopt the draft Policy and, upon adoption of the draft Policy, repeal the Payment of Expenses and Provision of Facilities to Mayor and Councillors Policy adopted in July 2014.

Attachments

1. Councillor Expenses and Facilities Policy (Draft)

Attachment 1 - Councillor Expenses and Facilities Policy 2022 - Post-Exhibition(1)



CONTROLLED DOCUMENT INFORMATION

ECM Number	953320
Document Owner	Director Customer, Corporate Services and Economy
Document Development Officer	Governance, Audit and Risk Lead
Review Timeframe	Within 12 months of each ordinary election.
Last Review Date	November 2022
Next Scheduled Review	September 2024

Document History		
Date	Resolution No.	Details/Comments
20 September 2022	22-314	Endorsed for public exhibition.
15 November 2022	TBC	Adopted by Council.

Further Document Information and Relationships	
Related Legislation*	Local Government Act 1993 Local Government (General) Regulation 2021
Related Policies	Code of Conduct Councillor Induction and Professional Development Policy
Related Documents	Councillor Induction and Professional Development Guidelines (Office of Local Government, 2018) Guidelines for the Payment of Expenses and the Provision of Facilities for Mayors and Councillors in NSW (Office of Local Government, 2009)
Note: Any reference to Legislation will be updated in this Policy as required. See website http://www.legislation.nsw.gov.au/ for current Acts, Regulations and Environmental Planning Instruments.	

Policy
Councillor Expenses and Facilities



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Policy

Councillor Expenses and Facilities



Policy Summary

This Councillor Expenses and Facilities Policy ("this Policy") enables the reasonable and appropriate reimbursement of expenses and provision of facilities to the Councillors of Parkes Shire Council to help them undertake their civic duties.

This Policy ensures accountability and transparency and seeks to align Councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this Policy.

This Policy has been prepared in accordance with the *Local Government Act 1993* ("the Act") and *Local Government (General) Regulation 2021* ("the Regulation") and complies with the Office of Local Government's *Guidelines for the Payment of Expenses and Provision of Facilities to Mayors and Councillors in NSW* ("the Guidelines").

This Policy sets out the maximum amounts Council will pay for specific expenses and facilities. Expenses not explicitly addressed in this Policy will not be paid or reimbursed. The main expenses and facilities are summarised in [Appendix II](#). All monetary amounts are exclusive of GST.

Additional costs incurred by a Councillor in excess of these limits are considered a personal expense that is the responsibility of the Councillor.

Councillors must provide claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Council's website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

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Part A - Introduction

1. Introduction

- 1.1. The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Parkes Shire Council ("Council").
- 1.2. The community is entitled to know the extent of expenses paid to Councillors, as well as the facilities provided.
- 1.3. The purpose of this Policy is to clearly state the facilities and support that are available to Councillors to assist them in fulfilling their civic duties.
- 1.4. Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this Policy.
- 1.5. Expenses and facilities provided by this Policy are in addition to fees paid to Councillors. The minimum and maximum fees a Council may pay each Councillor are set by the Local Government Remuneration Tribunal as per section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

2. Policy Objectives

The objectives of this Policy are to:

- (a) Enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties;
- (b) Enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties;
- (c) Ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors;
- (d) Ensure facilities and expenses provided to Councillors meet community expectations;
- (e) Support a diversity of representation; and
- (f) Fulfil Council's statutory responsibilities.

3. Principles

- (a) **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions.
- (b) **Reasonable expenses:** providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor.
- (c) **Participation and access:** enabling people from diverse backgrounds, under-represented groups, those in carer roles and those with special needs to serve as a Councillor.
- (d) **Equity:** there must be equitable access to expenses and facilities for all Councillors.

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- (e) **Appropriate use of resources:** providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations.
- (f) **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to Councillors.

4. Private or Political Benefit

- 4.1. Councillors must not obtain private or political benefit from any expense or facility provided under this Policy.
- 4.2. Incidental private use of Council equipment and facilities by Councillors may occur from time to time. Such incidental private use does not require a compensatory payment back to Council.
- 4.3. Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse the Council.
- 4.4. Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:
 - (a) Production of election material;
 - (b) Use of Council resources and equipment for campaigning;
 - (c) Use of official Council letterhead, publications, websites or services for political benefit; and
 - (d) Fundraising activities of political parties or individuals, including political fundraising events.

Part B - Expenses

5. General Expenses

- 5.1. All expenses provided under this Policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this Policy.
- 5.2. Expenses not explicitly addressed in this Policy will not be paid or reimbursed.

6. Specific Expenses

General travel arrangements and expenses

- 6.1. All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.
- 6.2. Councillors may be reimbursed for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW, up to the amount specified in [Appendix II](#). This includes reimbursement:
 - (a) For public transport fares;
 - (b) For the use of a private vehicle or hire car;
 - (c) For parking costs for Council and other meetings;
 - (d) For tolls;
 - (e) By Cabcharge card or equivalent; and
 - (f) For documented ride-share programs, such as Uber, where tax invoices can be issued.
- 6.3. Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the *Local Government (State) Award*.
- 6.4. Councillors seeking to be reimbursed for use of a private vehicle must keep a log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.

Interstate, overseas and long-distance interstate travel expenses

- 6.5. In accordance with Section 4, Council will scrutinise the value and need for Councillors to undertake overseas travel. Councillors should avoid interstate, overseas and long-distance intrastate trips unless direct and tangible benefits can be established for the Council and the local community. This includes travel to sister and friendship cities.
- 6.6. Total interstate, overseas and long-distance intrastate travel expenses for all Councillors will be capped at the amount specified in **Appendix II**. This amount will be set aside in Council's annual budget.

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- 6.7. Councillors seeking approval for any interstate and long-distance intrastate travel must submit a case to, and obtain the approval of, the General Manager prior to travel.
- 6.8. Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full Council meeting prior to travel.
- 6.9. The case should include:
 - (a) Objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the Councillor's civic duties;
 - (b) Who is to take part in the travel;
 - (c) Duration and itinerary of travel; and
 - (d) A detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
- 6.10. For interstate and long- distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.
- 6.11. For interstate journeys by air of more than three hours, the class of air travel may be premium economy.
- 6.12. For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.
- 6.13. Bookings for approved air travel are to be made through the General Manager's Office.
- 6.14. For air travel that is reimbursed as Official business, Councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

Travel expenses not paid by Council

- 6.15. Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

Accommodation and meals

- 6.16. In circumstances where it would introduce undue risk for a Councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the General Manager. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the Councillor lives more than 50 kilometres from the meeting location.
- 6.17. Council will reimburse costs for accommodation and meals while Councillors are undertaking prior approved travel or professional development outside the Parkes Shire local government area.

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- 6.18. The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the *NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009*, as adjusted annually.
- 6.19. The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the General Manager, being mindful of Clause 6.18.
- 6.20. Councillors will not be reimbursed for alcoholic beverages.

Refreshments for Council-related meetings

- 6.21. Appropriate refreshments will be available for Council meetings, Council committee meetings, Councillor workshops, Councillor pre-meeting briefing sessions, approved meetings and engagements, and official Council functions as approved by the General Manager.
- 6.22. As an indicative guide for the standard of refreshments to be provided at Council-related meetings, the General Manager must be mindful of Part B Monetary Rates of the *NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009*, as adjusted annually.

Induction and Professional Development

- 6.23. In the first year of each Council term, Council will set aside the amount specified in [Appendix II](#) in its budget to facilitate a comprehensive induction program for all Councillors which shall consider the Councillor Induction and Professional Development Guidelines issued by Office of Local Government (OLG)
- 6.24. In the first and third years of each Council term, Council will set aside the amount specified in [Appendix II](#) in its budget to facilitate a comprehensive induction program for the Mayor which shall consider the Councillor Induction and Professional Development Guidelines issued by Office of Local Government (OLG).
- 6.25. In the first year of each Council term, Council will develop an ongoing professional development program comprising individual professional development plans for the Mayor and each Councillor. The program will span the term of Council, with individual activities implemented over time according to priority.
- 6.26. Council will set aside the amount specified in [Appendix II](#) in its budget to facilitate the delivery of individual activities contained in the Mayor's and Councillors' professional development plans. Professional development may include programs, training, education courses and membership of professional bodies.
- 6.27. Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.

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- 6.28. Approval for professional development activities is subject to a prior written request to the General Manager outlining the:
- (a) Details of the proposed professional development; and
 - (b) Relevance to the individual Councillor's professional development plan.
- 6.29. In assessing a Councillor's request for a professional development activity, the General Manager must consider the factors set out in Clause 6.28, as well as the cost of the Councillor's requested professional development in relation to the remaining budget.

Conferences and seminars

- 6.30. Council is committed to ensuring its Councillors remain up to date with contemporary issues facing Council and the community, and local government in NSW.
- 6.31. Council will set aside the amount specified in [Appendix II](#) in its budget to facilitate Councillor attendance at conferences and seminars. This allocation is for all Councillors. The General Manager will ensure that access to expenses relating to conferences and seminars is distributed equitably.
- 6.32. Consistent with clause 1.6.7 of the Guidelines, approval to attend a conference or seminar should occur, where possible, at a full meeting of the Council. As such, at its first Ordinary Meeting of the year, Council shall resolve to nominate:
- (a) Three (3) Councillors, one of whom shall be the Mayor, to attend the Local Government NSW (LGNSW) Annual Conference;
 - (b) One (1) Councillor to attend each of the following conferences and seminars:
 - i. Australian Local Government Association (ALGA) National General Assembly of Local Government.
 - ii. Australian Local Government Women's Association (ALGWA) NSW Conference.
 - iii. Australian Logistics Council Forum.
 - iii. Local Government NSW (LGNSW) Destination and Visitor Economy Conference.
 - iv. Local Government NSW (LGNSW) Water Management Conference.
 - v. NSW Public Libraries Association Conference.
 - vi. NSW Local Roads Congress.

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- 6.33. Councillor attendance at a seminar or conference not listed in clause 6.32 must be approved at a full meeting of the Council. Where approval at a full meeting of the Council is not possible, then:
- (a) Approval of a Councillor to attend a conference or seminar must be approved by the General Manager and Mayor.
 - (b) Approval for the Mayor to attend a conference or seminar must be approved jointly by the General Manager and Deputy Mayor.
- 6.34. In assessing a Councillor request to attend a conference or seminar, the Council, or the General Manager and Mayor, or the General Manager and Deputy Mayor, must consider factors including the:
- (a) Relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties; and
 - (b) Cost of the conference or seminar in relation to the total remaining budget.
- 6.35. Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at approved conferences. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to clauses 6.16-6.20.

Australian Institute of Company Directors Course (or equivalent type learning opportunity)

- 6.36. Council will support the Non-voting Councillor Member to the Audit, Risk and Improvement Committee (and Alternate, if any) to complete the Australian Institute of Company Directors (AICD) course (or equivalent type learning opportunity), and meet the expenses incurred in completing the course.
- 6.37. The expenses claimed must occur within the first two years of their first term as a Councillor.
- 6.38. Approval must be sought prior to enrolling in the AICD course (or equivalent type learning opportunity) in accordance with clause 6.28. The Non-voting Councillor Member and Alternate (if any) are required to provide Council with evidence of successful completion of the course.
- 6.39. Applications for payment of AICD annual fees must be submitted before renewal date to ensure sufficient budget is available. Such applications cannot be backdated.

Council functions and events

- 6.40. Council will meet the costs of Councillors' attendance at Council-held functions and civic events.
- 6.41. The extent of reimbursement is limited to the cost of attending the function or event only.

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Information and communications technology (ICT) expenses

- 6.42. Council will provide to each Councillor for the duration of their term of office one (1) mobile tablet device, with approved accessories, including data and service fees. Councillors' use of internet and email on the provided tablet must be in accordance with Council's Code of Conduct and adopted policies. The cost of providing the tablet device and their ongoing usage and operating cost shall be limited to the amount specified in [Appendix II](#).
- 6.43. Council may, from time to time, provide Councillors with upgraded equipment or new facilities where doing so will result in efficiencies and aligns with Council's general ICT program.
- 6.44. Council will provide to each Councillor the monthly mobile telephone allowance specified in [Appendix II](#) in recognition of mobile telephone costs incurred in discharging their civic duties and undertaking official business.

Special requirement and carer expenses

- 6.45. Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible, including provision for sight- or hearing-impaired Councillors and those with other disabilities.
- 6.46. Transportation provisions outlined in this Policy will also assist Councillors who may be unable to drive a vehicle.
- 6.47. In addition to the provisions above, the General Manager may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability to perform their civic duties.
- 6.48. Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses of \$20 per hour up to a maximum of the amount specified in Appendix II or attendance at official business, plus reasonable travel from the principal place of residence.
- 6.49. Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 6.50. In the event of caring for an adult person, Councillors will need to provide suitable evidence to the General Manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

Home office expenses

- 6.51. Each Councillor may be reimbursed up to the amount specified in [Appendix II](#) for costs associated with the maintenance of a home office, such as minor items of consumable stationery and printer ink cartridges.

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7. Accompanying person expenses

- 7.1. In accordance with clause 2.3.12 of the Guidelines, there are limited instances where certain costs incurred by a Councillor on behalf of their accompanying person are properly those of the Councillor in the performance of his or her functions. Such expenses are properly incurred by, and reimbursable to, the Councillor.
- 7.2. Consistent with clause 2.3.12 of the Guidelines, it is appropriate for Council to meet the costs of a Councillor's accompanying person at official Council functions and civic events within the Parkes Shire local government area that are of a formal and ceremonial nature. As such, Council will meet the costs of a Councillor's accompanying person at those Council functions and civic events specified in clause 6.36.
- 7.3. Expenses incurred by accompanying persons under clauses 7.1 and 7.2 of this Policy will be limited to the ticket, meal and/or direct cost of attending the event or function. Consistent with clause 2.3.12 of the Guidelines, travel expenses, any additional accommodation expenses, and any sundry expenses incurred by the accompanying person, are the personal responsibility of the individual Councillor and shall not be reimbursed by Council.
- 7.4. Consistent with clause 2.3.12 of the Guidelines, Council will meet the expenses of a Councillor's accompanying person at the Local Government NSW Annual Conference, where the Councillor's attendance at the conference has been approved by Council. Such expenses will be limited to the cost of registration and official conference dinners. Travel expenses, any additional accommodation expenses, and the cost of accompanying person tours and any sundry expenses, are the personal responsibility of the individual Councillor and shall not be reimbursed by Council.
- 7.5. Council will not pay any costs or expenses incurred by a Councillor's accompanying person at a professional development activity, seminar or conference, other than the Local Government NSW Annual Conference in accordance with clause 7.4. In these situations, all costs, including any additional accommodation costs, must be met by the individual Councillor or their accompanying person.

8. Insurances

- 8.1. In accordance with Section 382 of the Act, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this Policy.
- 8.2. Insurance protection is only provided if a claim arises out of or in connection with the Councillor's performance of his or her civic duties, or exercise of his or her functions as a Councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.
- 8.3. Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.

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- 8.4. Appropriate travel insurances will be provided for any Councillors travelling on approved interstate and overseas travel on Official business.

9. Legal Assistance

- 9.1. Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
- (a) A Councillor defending an action arising from the performance in good faith of a function under the *Local Government Act 1993* provided that the outcome of the legal proceedings is favourable to the Councillor.
 - (b) A Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor.
 - (c) A Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.
- 9.2. In the case of a Code of Conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the General Manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.
- 9.3. Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.
- 9.4. Council will not meet the legal costs:
- (c) Of legal proceedings initiated by a Councillor under any circumstances.
 - (d) Of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.
 - (e) For legal proceedings that do not involve a Councillor performing their role as a Councillor.
- 9.5. Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

Part C - Facilities

10. General facilities for all Councillors

Facilities

- 10.1. Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:
- (a) Appropriate refreshments at Council-related meetings, subject to clauses 6.21 and 6.22;
 - (b) Postage of correspondence pertaining to official business through Council's own mailing systems;
 - (c) Personal protective equipment for use during site visits as outlined in [Appendix II](#);
 - (d) Two dress ties or scarves, embroidered with Council's logo, in the first and third year of each Council term; and
 - (e) Two name badges which may be worn when undertaking Official business, indicating that the wearer holds the office of a Councillor as outlined in [Appendix II](#).
- 10.2. Councillors may book meeting rooms for official business at Council's Customer Service Centre located at 2 Cecile Street, Parkes at no cost. Rooms may be booked through the General Manager's Office.
- 10.3. The provision of facilities will be of a standard deemed by the General Manager as appropriate for the purpose.

Stationery

- 10.4. Council will, upon request, provide up to 250 business cards to each Councillors each year.

Corporate wardrobe

- 10.5. Council will reimburse Councillors the amount in [Appendix II](#) towards the purchase of corporate wardrobe garments, selected from Council's approved Corporate Uniform range and embroidered with Council's logo. The balance of any cost of corporate wardrobe garments above the amount specified in [Appendix II](#) must be met by the Councillor.

Administrative support

- 10.6. Council will provide administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by staff in the General Manager's Office arranged by the General Manager.

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10.7. As per Section 4, Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

11. Additional facilities for the Mayor

- 11.1. Council recognises the additional responsibilities of the Mayor under the Act, and will provide the following additional facilities to the Mayor in addition to those detailed at clause 10.1:
- (a) A maintained vehicle and a fuel card for use to attend official business, and professional development. Incidental private use is permitted, subject to clause 4.2 of this Policy.
 - (b) A furnished office incorporating a computer configured to Council's standard operating environment, telephone and meeting space;
 - (c) Newspapers and digital subscriptions;
 - (d) Office refreshments;
 - (e) Mayoral letterhead;
 - (f) Mayoral Robes and Chains of Office for use in carrying out the civic and ceremonial duties of the Mayoral office; and
 - (g) A corporate credit card for the payment of expenses incurred in accordance with this Policy. The Mayor's use of the provided corporate credit card must be in accordance with Council's Code of Conduct and adopted policies.
- 11.2. Upon request, Council will provide to the Mayor for the duration of his or her term as Mayor one mobile telephone, with approved accessories, including data and service fees. The Mayor's use of internet and email on the provided mobile telephone must be in accordance with Council's Code of Conduct and adopted policies. The cost of providing the mobile telephone and its ongoing usage and operating cost shall be limited to the amount specified in [Appendix II](#).
- 11.3. Where Council provides the Mayor with a mobile telephone in accordance with clause 11.2, the Mayor will not be paid the mobile telephone allowance provided under clause 6.39.
- 11.4. In performing his or her civic duties, the Mayor will be assisted by a small number of staff providing administrative and secretarial support, as determined by the General Manager.
- 11.5. The number of exclusive staff provided to support the Mayor and Councillors will not exceed 0.3 full time equivalents.
- 11.6. As per Section 4, staff provided to support the Mayor and Councillors are expected to work on official business only, and not for matters of personal or political interest, including campaigning.

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Part D - Process

12. Approval, payment and reimbursement arrangements

- 12.1. Expenses should only be incurred by Councillors in accordance with the provisions of this Policy.
- 12.2. Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 12.3. Up to the maximum limits specified in this Policy, approval for the following may be sought after the expense is incurred:
 - (a) Local travel relating to the conduct of official business; and
 - (b) Carer costs.
- 12.4. Final approval for payments made under this Policy will be granted by the General Manager or their delegate.

Direct payment

- 12.5. Council may approve and directly pay expenses. Requests for direct payment must be submitted to the Responsible Accounting Officer for assessment against this Policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

Reimbursement

- 12.6. All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted to the Responsible Accounting Officer.

Notification

- 12.7. If a claim is approved, Council will make payment directly or reimburse the Councillor through accounts payable.
- 12.8. If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

Reimbursement to Council

- 12.9. If Council has incurred an expense on behalf of a Councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this Policy:
 - (a) Council will invoice the Councillor for the expense.
 - (b) The Councillor will reimburse Council for that expense within 14 days of the invoice date.
- 12.10. If the Councillor cannot reimburse Council within 14 days of the invoice date, they are to submit a written explanation to the General Manager. The General Manager may elect to deduct the amount from the Councillor's allowance.

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Timeframe for reimbursement

12.11. Unless otherwise specified in this Policy, Councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

13. Disputes

13.1. If a Councillor disputes a determination under this Policy, the Councillor should discuss the matter with the General Manager.

13.2. If the Councillor and the General Manager cannot resolve the dispute, the Councillor may submit a notice of motion to a Council meeting seeking to have the dispute resolved. The notice of motion must be considered in an open meeting of Council.

14. Return or retention of facilities

14.1. All unexpended facilities or equipment supplied under this Policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.

14.2. Should a Councillor desire to keep any equipment allocated by Council, then this Policy enables the Councillor to make application to the General Manager to purchase any such equipment. The General Manager will determine an agreed fair market price or written down value for the item of equipment.

14.3. The prices for all equipment purchased by Councillors under Clause 14.2 will be recorded in Council's Annual Report.

15. Publication

15.1. This Policy will be publicised on Council's website.

16. Reporting

16.1. Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.

16.2. Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Council's website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

17. Breaches

17.1. Suspected breaches of this Policy are to be reported to the General Manager.

17.2. Alleged breaches of this Policy shall be dealt with by following the processes outlines for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

Policy
Councillor Expenses and Facilities



Part E - Appendices

Appendix I: Definitions

The following definitions apply throughout this Policy:

Term	Definition
Accompanying person	means a spouse, partner or de facto or other person who has a close personal relationship or provides carer support to a Councillor.
Act, the	means the <i>Local Government Act 1993</i> .
Appropriate refreshments	means food and beverages, excluding alcohol, provided by Council to support Councillors undertaking official business.
Clause	unless stated otherwise, a reference to a clause is a reference to a clause of this Policy.
Code of Conduct	means the Code of Conduct adopted by Council or, if none is adopted, the <i>Model Code of Conduct for Local Councils in NSW</i> prescribed under section 23 of the Act.
Councillor	means a person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the Mayor.
General Manager	means the General Manager of Liverpool Plains Shire Council and includes their delegate or authorised representative.
Incidental personal use	means use that is infrequent and brief and use that does not breach this Policy or the Code of Conduct.
Long-distance intrastate travel	means travel to other parts of NSW of more than three travel hours duration by private vehicle.
Maximum limit	means the maximum limit for an expense or facility provided in the text and summarised in Appendix II .
NSW	New South Wales.
Official business	means functions that the Mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for Council or result in a direct benefit for Council and/or for the local government area, and includes: <ul style="list-style-type: none"> meetings of Council and committees of the whole; meetings of committees facilitated by Council; civic receptions hosted or sponsored by Council; and meetings, functions, workshops and other events to which attendance by a Councillor has been requested or approved by Council.
Political donation	As defined at section 5 of the <i>Electoral Funding Act 2018</i> .
Professional development	means a seminar, training course or other development opportunity relevant to the role of a Councillor or the Mayor.
Regulation, the	means the <i>Local Government (General) Regulation 2021</i> (NSW).

Policy
Councillor Expenses and Facilities



Responsible Accounting Officer	means the employee of Parkes Shire Council delegated by the General Manager to exercise the functions of Responsible Accounting Officer (Chief Financial Officer).
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Policy
Councillor Expenses and Facilities



Appendix II: Maximum monetary limits for expenses and facilities

This Policy sets out the maximum amounts Council will pay for specific expenses and facilities. Expenses not explicitly addressed in this Policy will not be paid or reimbursed.

The following table details the expense types that Council will pay for where the expense incurred relate to the Mayor and Councillors' civic function/role, the frequency and maximum limit payable.

All monetary amounts listed are exclusive of Goods and Services Tax (GST).

Expense or facility	Maximum amount	Frequency
General travel expenses	\$4,000.00 per Councillor	Per year
	\$6,000.00 for the Mayor	
Interstate, overseas and long-distance travel expenses	\$2,500.00 total for all Councillors	Per year
Accommodation and meals	As per the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, adjusted annually	Per meal/night
Induction program	\$16,000.00 for all Councillors	First year per term of Council
	\$5,000.00 for the Mayor	First and third years per term of Council
Professional development	\$3,500 per Councillor	Per year*
Conferences and seminars	\$16,000 for all Councillors	Per year
Mobile tablet		
• Device	\$1,500.00	First year per term of Council*
• Device data allowance	\$30.00 per Councillor	Per month
Mobile telephone allowance	\$30.00 per Councillor	Per month
Mobile telephone	\$1,200.00 for the Mayor	Per term as Mayor
Carer expenses	\$2,500.00 per Councillor	Per year
Home office expenses	\$150.00 per Councillor	Per year
Stationery	250 Business Cards per Councillor	Per year
Corporate wardrobe	\$300.00 per Councillor	Per year
	\$500.00 for the Mayor	

Policy
Councillor Expenses and Facilities



Name Badges	One (1) gold-plated Councillor name badge One (1) corporate name badge	First term of Council
Dress ties or scarves	Two (2) dress ties or scarves per Councillor	First and third year per term of Council
Personal Protection Equipment	Provided to the Mayor and Councillors	First year per term of Council
Vehicle	Provided to the Mayor	For duration of Mayoral term
Corporate credit card	Provided to the Mayor	For duration of Mayoral term
Furnished office	Provided to the Mayor	For duration of Mayoral term
Number of exclusive staff supporting Mayor and Councillors (0.3 full-time equivalent)	Provided to the Mayor and Councillors	Not relevant
<p>* Council may, from time to time, provide Councillors with upgraded equipment or new facilities where doing so will result in efficiencies and aligns with Council's general ICT program, per clause 6.40 of this Policy.</p>		
<p>**Council's Non-voting Councillor Member of the Audit, Risk and Improvement Committee (and delegate, if any) will be offered additional specialist professional development in a discipline relevant to the role and accountabilities of the Committee, such as corporate governance, company directorship or risk management. The costs of completing such training, if undertaken, will be in addition to those individual Councillors' annual professional development allowance.</p>		

11.4. (DCCSE) Endorsement of 2023 Schedule of Ordinary Meetings

Prepared By:

Director Customer, Corporate Services and Economy

Executive Summary

Under the *Local Government Act 1993* ("the Act") and Code of Meeting Practice, Parkes Shire Council ("Council") must set, by resolution, the frequency, time, date and place of its Ordinary Meeting for the forthcoming 2023 calendar year. This report recommends that Council formally endorse the proposed 2023 Schedule of Ordinary Meetings, appended at *Attachment 1*.

Background Information

Section 365 of the Local Government Act 1993 ("the Act") requires Council to meet at least 10 times each year, each time in a different month. Clause 3.1 of Council's Code of Meeting Practice ("Meeting Code") provides that Council shall, by resolution, set the frequency, time, date and place of its Ordinary Meetings.

Section 9 of the Act and clause 3.3 of Council's Meeting Code requires Council to give public notice of the times and places of its meetings. Clause 3.4 of Council's Meeting Code provides that the notice must be published on Council's website, and in such other manner that Council is satisfied is likely to bring notice of the meetings to the attention of as many people as possible.

Legislative or Policy Implications

Council meetings serve as the formal decision-making forum of Council's governing body. All decisions and resolutions of Council must be made at a Council meeting, in accordance with the requirements of the Act and Meeting Code.

As detailed above, section 365 of the Act provides that Council must meet at least 10 times each year, each time in a different month. Council may, however, hold additional Ordinary Meetings, or Extraordinary Meetings, if and as required.

Section 367 of the Act provides that Council's General Manager must send to each Councillor, at least three days prior to each meeting, a notice specifying the time and location of the meeting as well as an agenda detailing the business proposed to be transacted at that meeting. A notice and agenda, including all business papers, may be given to Councillors in electronic form.

Additional requirements are imposed under the Meeting Code, which incorporates all mandatory provisions of the *Model Code of Meeting Practice for Local Councils in NSW*. As noted, the Meeting Code requires Council to set, by resolution, the dates, times and locations of its Ordinary Meetings and provide public notice of its Ordinary Meetings.

Project Delivery Implications

COUNCIL AND CORPORATE - *Civic*

Risk Assessment

As detailed above, Council is required to determine, by resolution, the dates, times and locations of its Ordinary Meetings. Endorsement of the draft Schedule appended at *Attachment 1* will ensure Council meets its statutory requirement to set the frequency of its Ordinary Meetings.

Budget and Financial Implications

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

Recommendation

That Council:

1. Adopt the draft Schedule of Ordinary Meetings for 2023 appended at *Attachment 1*, pursuant to section 365 of the *Local Government Act 1993* and clause 3.1 of the Code of Meeting Practice.
2. Note that the General Manager will provide public notice of the time, date and location of each scheduled Ordinary Meeting to be held in 2023, pursuant to section 9 of the *Local Government Act 1993* and clause 3.3 of the Code of Meeting Practice.

Report

Ordinary Meetings

The draft Schedule of Ordinary Meetings for 2023 (“the Schedule”) contained at *Attachment 1* lists the dates, times and locations of the 12 Ordinary Meetings proposed to be held in 2023.

Consistent with current practice, all meetings have been scheduled for the third Tuesday of the month, noting the following two exceptions:

- The **January** Ordinary Meeting is scheduled to be held Tuesday, 24 January (the fourth Tuesday of the month), to ensure appropriate time to prepare the Business Paper for the meeting, noting that the Elvis Festival will be held in the first week of January;
- The **June** Ordinary Meeting is scheduled to be held Tuesday, 27 June 2023, to avoid coinciding with the Australian Local Government Association General Assembly, which will be held in Canberra throughout the third week of June and is traditionally attended by the Mayor and General Manager.

All meetings are proposed to commence at 2.00pm.

Historically, two Ordinary Meetings a year held in the Shire villages on a rotational basis. Given meetings were held in Bogan Gate and Tullamore in 2022, it is recommended that in 2023; an Ordinary Meeting be held in each of Trundle and Peak Hill. Council Officers have consulted with the Peak Hill and Trundle Community Consultative Committees regarding the proposed dates of Tuesday, 18 April and Tuesday, 17 October 2023, respectively.

As noted above, Council is required to give notice of the dates, times and locations of its Ordinary Meetings. Consistent with this requirement, the Schedule will be published to Council's website at www.parkes.nsw.gov.au following adoption.

Conferences

Under Council's *Councillor Expenses and Facilities Policy*, Council nominates Councillor delegates to attend various conferences throughout the year.

While the dates of the Australian Local Government Association ("ALGA") National General Assembly and annual Local Government NSW ("LGNSW") State Conference have been confirmed; as at the time of this Business Paper being prepared, the final dates and details for other conferences scheduled to be held in 2023 have yet to be confirmed by the various respective conference organisers.

As such, a separate report regarding Councillor delegates to all major conferences will be provided to Council at its first Ordinary Meeting in 2023, by which time the dates and further details of each conference is expected to be confirmed.

Councillor Workshops

Consistent with current practice, Councillor Workshops are proposed to continue in the 2023 calendar year, with the Workshop generally occurring on the first Tuesday of the month (being two weeks prior to the Ordinary Meeting). As they are not decision-making forums, there is no requirement for the dates, times and locations of Councillor Workshops to be set by Council resolution.

Attachments

1. 2023 Schedule of Ordinary Meetings (Draft)
2. 2023 Councillor Calendar

Attachment 1 - Schedule of Ordinary Meetings 2023



Schedule of Ordinary Meetings

Adopted per clause 3.1 of the Code of Meeting Practice

Month	Date	Time	Location
January	Tuesday, 24 January	2.00pm	Council Chambers 2 Cecile Street, Parkes
February	Tuesday, 21 February	2.00pm	Council Chambers 2 Cecile Street, Parkes
March	Tuesday, 21 March	2.00pm	Council Chambers 2 Cecile Street, Parkes
April	Tuesday, 18 April	2.00pm	Trundle Services & Citizens Club 99 Forbes Street, Trundle
May	Tuesday, 16 May	2.00pm	Council Chambers 2 Cecile Street, Parkes
June	Tuesday, 27 June	2.00pm	Council Chambers 2 Cecile Street, Parkes
July	Tuesday, 18 July	2.00pm	Council Chambers 2 Cecile Street, Parkes
August	Tuesday, 15 August	2.00pm	Council Chambers 2 Cecile Street, Parkes
September	Tuesday, 19 September	2.00pm	Council Chambers 2 Cecile Street, Parkes
October	Tuesday, 17 October	2.00pm	Former Carrington Hotel 67 Caswell Street, Peak Hill
November	Tuesday, 21 November	2.00pm	Council Chambers 2 Cecile Street, Parkes
December	Tuesday, 19 December	2.00pm	Council Chambers 2 Cecile Street, Parkes

In the spirit of open, accessible and transparent government, all Ordinary Meetings are open to members of the public and press. Meetings are video recorded and webcast, consistent with Council's Code of Meeting Practice and the *Local Government Act 1993*.

Business papers are published to Council's website at www.parkes.nsw.gov.au three days prior to the Ordinary Meeting, with printed copies available for purchase from Council's Customer Service Centre at 2 Cecile Street, Parkes.

Attachment 2 - 2023 Councillor Calendar



2023 Councillor Calendar

January						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NSW Public Holidays

- January 1: New Year's Day
- January 2: New Year's Day P/H
- January 26: Australia Day
- April 7: Good Friday
- April 8: Easter Saturday
- April 9: Easter Sunday
- April 10: Easter Monday
- April 25: ANZAC Day
- May 8: King's Coronation
- June 12: King's Birthday
- October 2: Labour Day
- December 25: Christmas Day
- December 26: Boxing Day

April						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Conferences

- 29-31 May: LGNSW Destination and Visitor Economy Conference
- 18-21 June: ALGA General Assembly of Local Government
- 26-28 June: LGNSW Water Management Conference
- 12-14 November: LGNSW Annual Conference

11.5. (DCCSE) Council Christmas Closure 2022/23

Prepared By:

Director Customer, Corporate Services and Economy

Executive Summary

Over the forthcoming Christmas-New Year holiday period, there will be various disruptions to Parkes Shire Council's ("Council") services and facilities due to several approved NSW Public Holidays. This report recommends that Council note the closedown arrangements for Council's various services and facilities during the Christmas-New Year holiday period, as detailed in this report.

Background Information

The *Public Holidays Act 2010* establishes the following public holidays within New South Wales:

- **Christmas Day Public Holiday:** Sunday, 25 December 2022
- **Boxing Day:** Monday, 26 December 2022
- **Christmas Day (Additional Day):** Tuesday, 27 December 2022
- **New Year's Day:** Sunday, 01 January 2023
- **New Year's Day (Additional Day):** Monday, 02 January 2023

Legislative or Policy Implications

Section 4 of the *Public Holidays Act 2010* establishes Christmas Day, Boxing Day and New Year's Day as public holidays within NSW. The Act provides that where such public holidays fall on a Saturday or Sunday; an additional public holiday is to fall on the following Monday or Tuesday, respectively.

Project Delivery Implications

COUNCIL AND CORPORATE - *Customer Service*

Risk Assessment

As detailed below, appropriate steps have been taken to ensure essential services remain available to ratepayers and customers over the Christmas period and mitigate the risk associated with service delivery interruptions.

Budget and Financial Implications

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

Recommendation

That Council:

1. Note the Christmas-New Year closedown arrangements in place for Council's services and facilities, as detailed in this report.

Report

Operating hours for various Council facilities and services over the Christmas-New Year holiday period are as follows:

- The **Customer Service Centre, Parkes Shire Libraries** and **Central West Family Day Care** will all close from Friday, 23 December 2022 for the Christmas-New Year period, and resume standard operating hours from Tuesday, 03 January 2023.
- The **Works Depot** will close from Friday, 16 December 2022 through to Tuesday, 03 January 2023, however, essential services (including ranger and companion animals services and public amenities cleaning) will continue throughout this period.
- The **Parkes Visitor Information Centre & Henry Parkes Centre** will maintain normal operating hours over the Christmas-New Year period, in line with its Destination NSW Accredited Visitor Information Centre (AVIC) requirements, closing only for Christmas Day.
- The **Parkes Aquatic Centre** and **Peak Hill, Trundle and Tullamore Public Swimming Pools** will maintain their respective operating hours, closing only for Christmas Day and Boxing Day.
- Council's **Waste Disposal Facilities** will be closed on public holidays, including Sunday, 25 December, Monday, 26 December and Tuesday, 27 December 2022 and Sunday, 01 January 2023.

During the Christmas closure period, the telephone number for Council's Customer Service Centre (02 6861 2333) is diverted to the After-Hours Call Centre. The Call Centre has a list of emergency contacts, ensuring that any emergencies and urgent enquiries are promptly referred to the appropriate Council Officer for actioning, if and as required. Standard enquiries received during the Christmas closure period will be logged for action upon Council's Customer Service Centre resuming operations in the New Year.

While Council's Works Depot will close from Friday, 16 December 2022, it is noted that a skeleton crew and on-call arrangements are scheduled to enable continuity of essential services over the Christmas closure period, and to ensure any urgent matters that may arise over the closure period can be addressed.

Attachments

1. Christmas Closures and Operating Hours

Attachment 1 - 2022 Christmas Closures



CUSTOMER SERVICE CENTRE

Closed from 3.00pm
Friday 23 December 2022.
Resuming standard operating hours
from Tuesday 3 January 2023.

For assistance and emergencies
during the Christmas-New Year
period, contact Council's After-Hours
Call Centre on (02) 6861 2333.

Please note that any routine
enquiries and service requests will
be actioned upon resumption of
standard operating hours in the
New Year.

**CENTRAL WEST FAMILY
DAY CARE**

Closes from 12.00pm
Friday 23 December 2022.
Resuming standard operating hours
from Tuesday 3 January 2023

**PARKES VISITOR
INFORMATION CENTRE &
HENRY PARKES CENTRE**

Closed Sunday 25 December 2022
(Christmas Day).

PARKES SHIRE LIBRARIES

- **Parkes Library:**
Closed from 5.30pm
Friday 23 December 2022.
Resuming standard operating
hours from
Tuesday 3 January 2023.
- **Peak Hill Library:**
Closed from 6.00pm
Friday 23 December 2022.
Resuming standard operating
hours from
Tuesday 3 January 2023.
- **Trundle and Tullamore Libraries:**
24-hour library service available
throughout the Christmas-New
Year period.

**PARKES AQUATIC CENTRE
& VILLAGE PUBLIC
SWIMMING POOLS**

Closed Sunday 25 December 2022
(Christmas Day) and
Monday 26 December 2022
(Boxing Day).

WASTE DISPOSAL FACILITIES

- **Parkes Waste Facility:**
Closed Sunday 25 December
(Christmas Day),
Monday 26 December 2022
(Boxing Day),
Tuesday 27 December and
Sunday 1 January 2023
(New Year's Day).
- **Peak Hill Transfer Station:**
Closed Sunday 25 December
(Christmas Day),
Monday 26 December 2022
(Boxing Day),
Tuesday 27 December and
Sunday 1 January 2023
(New Year's Day).

**DOMESTIC WASTE AND
RECYCLING COLLECTION**

No changes to collection dates,
but please ensure bins are put out
the night before your scheduled
collection to avoid missing an early
morning collection.

**The Mayor, Councillors and Staff of Parkes
Shire Council wish everyone a safe and festive
Christmas and a Happy New Year!**



Parkes Shire Council
ABN 96 299 629 630

2 Cecile Street (PO Box 337)
Parkes NSW 2870

T 02 6861 2333
F 02 6862 3946

council@parkes.nsw.gov.au
parkes.nsw.gov.au

11.6. (DCCSE) Ongoing Management of Trundle ABBA Festival

Prepared By:

Director Customer, Corporate Services and Economy

Executive Summary

In April 2022, Parkes Shire Council ("Council") resolved to accept responsibility for managing the delivery of the 2022 Trundle ABBA Festival. While significant resources were invested into planning the event, which was scheduled to be held Saturday, 15 October 2022; severe wet weather experienced across much of inland NSW throughout early October resulted in Council cancelling the event on 7 October 2022. Noting the ongoing unpredictability of weather cycles, coupled with increasing difficult to obtain insurance coverage for outdoor events; this report recommends that Council formally resolve to decline responsibility for the ongoing management of the Trundle ABBA Festival.

Background Information

Founded in 2012 by Gary and Ruth Crowley, the Trundle ABBA Festival ran successfully for eight years prior to the onset of the Novel Coronavirus ("COVID-19") pandemic in early 2020. As a result of the ongoing pandemic and associated Public Health Orders and various travel restrictions and social distancing requirements in place during this time; the festival was postponed in both 2020 and 2021.

Trundle ABBA Festival Inc. subsequently approached Council and requested that it assume ownership and management of the festival.

At its Ordinary Meeting held 19 April 2022, Council resolved to assume management of the Trundle ABBA Festival, noting that funding would be required from Council's Internally Restricted Reserves to deliver the event in 2022 [**res. 22-127**]. At its following Ordinary Meeting held 17 May 2022, Council subsequently resolved to approve the release of \$360,625.00 from Internally Restricted Reserves for the purpose of planning and delivering the 2022 Trundle ABBA Festival [**res. 22-146**].

Legislative or Policy Implications

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

Project Delivery Implications

ECONOMY AND ENGAGEMENT - *Elvis Festival, Special Events and Event Support*

Risk Assessment

Managing any entirely-outdoor event will always have high inherent risks. In light of progressively unpredictable weather patterns and severe weather events, it is becoming increasingly challenging to secure insurance coverage for large outdoor events. For example, in the lead-up to the 2022 Trundle ABBA Festival; Council's insurance provider advised in late September (just over three weeks' before the festival was due to proceed) that it would no longer be prepared to provide any insurance coverage for flood/road closure for the event. This represented a significant risk for Council, given the ongoing flooding experienced across the Parkes Shire and subsequent impact on the local road network, and contributed to the organisation's decision to cancel the event. It is expected that insurance coverage for outdoor events of the size and scale of Trundle ABBA Festival will continue to prove challenging in the years ahead.

Assuming ongoing responsibility for delivering the Trundle ABBA Festival presents significant financial risk to Council. As noted below, Council incurred a total loss of between \$102,694.00 and \$132,694.00 in managing the 2022 Trundle ABBA Festival. Should Council assume responsibility for the event moving forward; satisfactory income will need to be generated from ticket sales, merchandise sales and sponsorship agreements to offset the costs associated with delivering the event. It is anticipated that a self-funding financial model would require a minimum of two years to achieve. Once again, due to the increased risk attached to outdoor events, securing sponsorship in the current climate is likely to prove challenging.

Budget and Financial Implications

As at the time of this Business Paper being prepared and distributed, Council was expected to incur a total loss of between \$102,694.00 and \$132,694.00, depending on the outcome of negotiations with the NSW Government regarding Destination NSW funding totalling \$30,000.00.

As noted above, the funds required to deliver the 2022 Trundle ABBA Festival have will be drawn from Council's Internally Restricted Reserves. Should Council determine to assume ongoing management for the Trundle ABBA Festival, consideration will need to be given to the ongoing funding source for the event.

All Regional local governments are under very significant financial pressure. No different to the general population, Council has been impacted by very significant inflationary pressures while income is restricted by rate pegging. As a consequence, Council's income declines each year in real terms. If Council elects to proceed with running the event, costs will need to be hypothecated from existing budgets.

Recommendation

That Council:

1. Decline to assume ongoing responsibility for managing the Trundle ABBA Festival, and advise Trundle ABBA Festival Incorporated accordingly.

Report

Since the cancellation of the 2022 Trundle ABBA Festival, Council has been approached by members of the public, as well as suppliers, seeking clarification regarding the future arrangements of the Festival, including the event date for 2023. As noted above, Council agreed to assume responsibility for delivering the 2022 Trundle ABBA Festival, but no decision has been made with respect to the ongoing management and delivery of the event.

Should Council wish to continue managing the Festival, Council's Visitor Economy and Events branch has developed a model for running the Trundle ABBA Festival, including associated timelines, assets, site maps and operational plans. While the one-day event model is a straightforward event model that can be replicated with ease; Council would need to allocate a dedicated resource (i.e. an additional role within Council's organisation structure) an estimated four months per year to manage the Festival.

It is understood that Trundle ABBA Festival Incorporated (ABN 93 646 651 695) remains the legal owner of the event.

Noting the risk and financial implications of assuming ongoing responsibility for delivering the Trundle ABBA Festival, as detailed in this report; it is recommended that Council resolve to decline to assume ongoing responsibility for managing the event and advise Trundle ABBA Festival Incorporated accordingly.

Attachments

Nil.

12. REPORTS OF THE DIRECTOR INFRASTRUCTURE AND STRATEGIC FUTURES

12.1. (DISF) Major Project & Current Works

Prepared By:

Director Infrastructure and Strategic Futures

Executive Summary

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

Background Information

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

Project Delivery Program Implications

COUNCIL AND CORPORATE - *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

That Council:

1. Receive and note the report

Report

The Major Projects Report is appended at *Attachment 1* to this report.

Attachments

1. Major Projects & Current Works - Progress Report.

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

MAJOR PROJECTS UPDATE - OCTOBER 2022

Project Description	Due Date	Budget	Forecast	Actuals	Status
Water Supply Drought Relief Program Parkes - Peak Hill	30/06/2023 (EoT required)	\$4,270,000	\$4,270,000	\$1,512,091	In Progress
Comments	Bore refurbishment works finalising. Working on renewal details for Bore 2. Pipeline under bores are being developed as the final scope packages. Multiple EoT's have been processed with the grant body in relation to the prolonged wet weather.				
Town Water Security Business Case	28/02/2021	\$2,032,075	\$2,032,075	\$2,042,198	Closing grant
Comments	Funding has been approved for projects to commence. A close out meeting for the business case was completed with the Department of Planning and Environment. Formal confirmation of close-out has been received.				
BBRF – Water Security Project	29/03/2024 (EoT required)	\$14,402,488	\$14,402,488	\$243,174.95	In Progress
Comments	Pre-procurement activities are underway, including design development / environmental & planning approvals / survey & geotechnical investigations for the WTP storage lagoon, Lachlan River Pre-treatment, HV power supply upgrades and Lachlan River pump station augmentation.				
RRP – Water Security Project	30/09/2024 (EoT required)	\$9,063,012	\$9,063,012	\$37,119.32	In Progress
Comments	Pre-procurement activities are underway, including design development / environmental & planning approvals for two new pump stations.				
Safe & Secure – Water Security Project	30/09/2024 (EoT required)	\$38,269,979	\$38,269,979	\$117,888.87	In Progress
Comments	Pre-procurement activities are underway, including design development / environmental & planning approvals for duplication pipeline. Communications plan has been enacted and landholder negotiations are underway.				

13. REPORTS OF THE DIRECTOR OPERATIONS

13.1. (DO) Parkes Shire Swimming Pool Update

Prepared By:

Director Operations

Executive Summary

This report provides an update and background on the current implementation of the Facility management Contract between Parkes Shire Council and Belgravia Leisure for the management of the Parkes Shire Council Aquatic facilities.

Background Information

See Report.

Legislative or Policy Implications

Royal Life Saving Society Guidelines - Guidelines for Safe Pool Operations (GSPO)

Office Of Local Government - Practice Note 15 - Water Safety

NSW Government - Department of Education - School Swimming and Water Safety Program

Project Delivery Implications

OPEN SPACE AND RECREATION - *Swimming Pools*

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

Lane hire charges incorporated into Councils adopted fees and charges are set at \$12.00 per hour for lane hire. Charges associated with the implementation of lane hire charges by Belgravia to schools would equate to approximately \$19,584.

Entry Fees for the facilities are incorporated into Councils adopted fees and charges.

Recommendation

1. That Council authorise the Director Operations and the General Manager to investigate and implement the most appropriate financial mechanism to offset the costs incurred with the implementation of the lane hire charges to user groups for the financial year 2022/2023 being the current pool season.
2. That Council consider the ongoing charges in future reviews for the adoption of Councils Fees and Charges prior to future pool operating seasons.

Report

Parkes Shire Council has entered into a contract with Belgravia Leisure to manage the Parkes Shire Aquatic Facilities. The contract is for a three (3) year contract period with an option for extension of two (2) additional years.

The engagement with Belgravia has been in operation for approximately 7 weeks and this report is to provide an overview of the opening period of the swimming season.

Like majority of contracts, Council is experiencing minor challenges that between Council and Belgravia, both parties are managing through this initial period.

Some challenges faced include:

- Failed heater pump in Parkes splash pool - this item of equipment has been on order for approx. 18 weeks prior to Belgravia commencing the contract
- Challenges with recruitment
- Implementation of a new chlorine storage tank into all facilities to improve staff safety and provide a more superior chemical management practice and handling technique
- Implementation of adopted fees and charges as included in Councils adopted fees and charges
- Management of unsupervised children at all facilities
- Managing community expectations with the changes

These challenges are not uncommon with the management of facilities and even when Council managed the staff and resourcing for many seasons previously, the above challenges were faced and managed by our very own internal teams also.

The major concerns raised to Council appears to be the implementation of the adopted fees and charges for general admission and school groups along with the management of unsupervised children.

The lane hire charge of \$12/hour has not been previously charged by Council to school groups however it has for private events or bookings. In saying this, the lane hire charge has always been in Councils annual fees and charges. An example of a fee and charge implemented to a school by Belgravia is provided below:

Swimming Program (10 day program - 4 hours per day) Cost will be:

- $\$12/\text{lane}/\text{hour} = \$48/\text{day}$
- ***Total 10 day program cost = \$480***

Swimming Program (10 day program - 8 hours per day) Cost will be:

- $\$12/\text{lane}/\text{hour} = \$96/\text{day}$
- ***Total 10 day program cost = \$960***

Swimming Carnival (8 hours)

- $\$12/\text{lane}/\text{hour} = \$84/\text{hour}$
- ***Swimming carnival day charge = \$672/day***

The implementation of fees and charges for supervision by Belgravia for additional lifeguards for swimming carnivals and structured school events is a requirement imposed on Council under the Department of Education Guidelines. The guidelines state that for the following events, supervision is required:

- Weekly Training and Instruction
- School initiated intensive learn to swim programs and or recreational swimming arranged by the school for sport

Supervision Guide

This is the table caption

Programs/Activity focus	Supervision	Teacher/Instructor qualifications and experience
School initiated intensive learn-to-swim in confined shallow water.	<p>Beginners - little or no experience 1:10.</p> <p>Intermediate - able to achieve basic survival skills 1:12.</p> <p>In addition to providing staff to fulfill instructional requirements, schools should ensure that arrangements have been made for supervision of the pool deck and for students who leave their instructional group for any reason.</p>	Teachers or community instructors engaged to instruct in learn-to-swim classes must possess the AUSTSWIM Teacher of Swimming and Water Safety or ASCTA Swim Teacher Australia qualification. At least on supervising teacher must possess recognised current training in CPR.
Recreational swimming which may be incorporated in weekly swimming programs, school excursions or activity days.	<p>Schools must arrange for sufficient staff to control the activity. There should be a minimum of two (2) adult supervisors present at all times. All supervisors must have the expertise to implement safety procedures.</p> <p>The number of supervising teachers will depend on student numbers and the type of activity and the conditions of the venue.</p> <p>However, the supervision ratio must not exceed 1:20.</p>	<p>At least one of the supervising teachers must possess recognised current training in CPR.</p> <p>At least one supervisor must hold current qualifications in one of the following: AUSTSWIM Teacher of Swimming and Water Safety or ASCTA Swim Teacher Australia Certificate, RLSSA Bronze Medallion, Swimming Teacher Rescue Award, SLSA Patrol Bronze Medallion or SLSA Surf Rescue Certificate.</p>
Weekly/intensive training and instruction providing for the teaching of life saving and competitive swimming.	Group size will depend on a number of factors. As a guide, a 1:15 ratio for life saving classes is recommended for swimmers able to swim 25 metres or more confidently using a recognised stroke.	<p>The teachers / instructor must have appropriate expertise and / or training in the teaching / instruction/ coaching of the swimming.</p> <p>At least one of the supervising teachers must possess recognised current training in CPR.</p>

Council has also had concerns raised over the age limit for unsupervised children at all Council aquatic facilities. Prior to entering into the contract, Council had this age limit set to above 10. Therefore, any age above 10 was permitted into the facility unsupervised.

Since the implementation of the contract, Belgravia have implemented the adopted age as set out in the Royal Life Saving guidelines which states children under 15 should be supervised. The thresholds as outlined by the guidelines range from children 0-4 being supervised in the water body, actively supervising from the water edge for those aged 5 - 10 and regularly checking on those 11 to 14 years.

Council has verified risk measures with its insurer and the advice from Council's insurer is as follows:

SV 14 (attached) relates to supervision of children and provides that children under 10 years of age must be constantly accompanied by an adult whilst in the aquatic area of the facility.

If however Council in effect puts in a policy that overrides Belgravia, Council may not be able to argue that they have delegated supply of the services to that contractor. Again this would depend on the facts and whether there was any causative issues in relation to age.

Councils Director Operations made contact with both Forbes and Cabonne Councils to determine what occurs at other regional facilities. Forbes Council advised that prior to entering into this years pool contract, also with Belgravia their minimum age limit was 13. Cabonne Council advised that they are currently allowing children above the age of 10 to enter unsupervised, however when they were previously managed under a contract the age limit was 12.

Attachments

Royal Life Saving Australia SV14-Supervision of Children (Under 10)

Attachment 1 - RLS Supervision of Children SV14

SV14 - SUPERVISION OF CHILDREN (UNDER 10)

SV14 - SUPERVISION OF CHILDREN (UNDER 10)

Issue Date	Effective Date	Version
20/01/2018	01/09/2019	1.0

14.1 Purpose

- 14.1.1** To provide guidance on the supervision of children in unstructured activity at an aquatic facility.
- 14.1.2** Coroner's recommendations have specifically addressed inadequate levels of supervision by both parents/guardians and lifeguards as contributing factors to drownings in public aquatic facilities. "The one common denominator in child drowning, no matter where, is inadequate supervision."

14.2 Drownings in Aquatic Facilities of Children under 10 years

- 14.2.1** Research conducted by Royal Life Saving Society Australia identifies that over 230 drowning incidents (fatal and not-fatal) have occurred between 2002/03 and 2014/2015 at Aquatic Facilities of persons 10 years and under. This is an average of 19 per year.
- 14.2.2** From this research it is clear that factors contributing to the drowning death of young children has many diverse contributing factors and requires an aquatic facility to implement a broad ranging program to deal with them which should include but is not limited to:
- Policies
 - Engagement and Public Education and skill development
 - Parent / Guardian and Lifeguard Supervision
 - Clothing and Personal Protective Equipment
 - Facility Design

14.3 Policies

- 14.3.1** The owner or operator of an aquatic facility should have in place the following policies for the Supervision of Children.

ENTRY POLICIES

- Children under five (5) years will not be permitted entry without an appropriate parent/guardian who is prepared to swim
- Children under ten (10) years will not be permitted entry without an appropriate parent / guardian
- Groups / families will not be permitted entry where the number of Parent / Guardian's supervising a group of children under ten (10) years exceeds the ratio of 1:4
- A parent / guardian is regarded as a responsible individual who is sixteen (16) years and over
- All booking procedures should include the advice and supplementary information of Children Supervision policies
- All large, informal groups of children arriving at an aquatic facility may be required to participate in a brief to the entry policies and may be refused entry

AQUATIC SUPERVISION POLICIES

- Children under ten (10) years must be constantly accompanied by an adult while in the aquatic area of the Facility
- Children under five (5) years must be constantly supervised by an appropriate parent/guardian who is prepared to swim. Adequate supervision requires the parent/guardian to accompany the child in the water and remain within arm's reach of the child at all times
- Unsupervised children under five (5) years should be removed from the water and placed in a safe area until collected by the parent/guardian
- For children ten (10) years and older parents must use their knowledge of the child's swimming ability to determine the level of accompaniment required
- If a staff member is concerned for the safety of an unsupervised child, they have the ability to remove the child from the water
- An unsupervised child of poor swimming ability regardless of age should be removed from the water by a staff member

STAFF POLICIES

- All staff should complete a Supervision of Children Professional Development program such as Keep Watch or Watch Around Water
- All staff should have a Working with Children Check (as required by state / territory legislation)

14.4 Public Education and Skill Development

SWIMMING AND WATER SAFETY PROGRAMS

- 14.4.1** The owner or operator of an aquatic facility should consider facilitating swimming and water safety programs to children as a means of increasing the knowledge and skills of children attending the facility. This includes but is not limited to:
- Swimming and Water Safety programs
 - Safety presentations at schools and community events

- Safety demonstrations and activity days
- Swimming, Lifesaving and aquatic sporting programs

EDUCATION PROGRAMS

14.4.2 The owner or operator of an aquatic facility should have in place a dedicated Children Supervision Education Program to inform the public of the aquatic facilities policies and programs in place to support it.

14.4.3 The public education program may include but is not limited to the following:

- Publication of Aquatic Facility Rules at the point of entry
- Posters / Stickers
- PA Announcements
- Media Releases / Newspaper articles
- Community Service Announcements
- Promotional brochures
- Mail outs

SIGNAGE

14.4.4 The owner or operator of an aquatic facility should ensure adequate signage supporting the policies for the Supervision of Children is displayed at the following points:

- Entry to the facility
- Entry or exit of change areas
- Aquatic environments frequently visited by children e.g. toddlers pool, play areas

14.4.5 Signage should be consistent with the Guidelines for Safe Pool Operations – Aquatic Signage

14.5 Supervision

PARENTAL / GUARDIAN SUPERVISION

14.5.1 Effective parent / guardian supervision should be provided consistent with the Aquatic Facility policies. The characteristic of effective parental supervision includes proximity, attention and continuity.

14.5.2 On this basis, adequate supervision is where:

- The parent / guardian is located nearby (preferably in arms reach)
- The parent / guardian is watching the child (free from self-distractions)
- The parent / guardian is always present

- The parent/guardian positions himself or herself to have a clear view of any children in their care with no physical or structural barriers between them and the child.

14.5.3 For the ease of simplifying criteria, supervision requirements should be as follows:

Age Group	Supervision Requirements
Under Five (5) years	Children must be accompanied into the centre, and supervised in the pool and within arm's reach. Maximum 1 Parent / Guardian to 2 Children
Under Ten (10) years	Children must be accompanied into the centre, and supervised by maintaining visual contact with the child at all times. Maximum 1 Parent / Guardian to 4 Children
10 Years and older	Parents must use their knowledge of the child's swimming ability to determine the level of accompaniment required.

N.B. Children 11 years and older may be Non-Swimmers or Weak Swimmers and parental supervision should not be restricted by age in these circumstances.

LIFEGUARD SUPERVISION

14.5.4 A risk management approach should be taken with the view of increasing the proximity, attention and / or the number lifeguards at times when children under ten (10) years are more likely to frequent the facility or are in attendance at the facility.

BUDDY SYSTEMS

14.5.5 Lifeguards may also use a 'buddy' system when groups of children are within the water. This involves swimmers being paired and, when a prearranged signal is given, 'buddies' link hands and remain in place. The Lifeguards note that each pair of 'buddies' is safe and that each individual is looking out for his or her partner. The 'buddy' system can be combined with a check-in-by- number system. Each pair is given a number. When the 'buddy' signal is given, pairs call out their numbers in numerical sequence.

ACTIVITY ZONING OR RESTRICTION

14.5.6 Lifeguards should consider zoning aquatic activities or locations which restrict children to access higher risk activities or locations and enable easier monitoring and quicker response by lifeguards.

14.5.7 This may include such things as:

- A line on pool deck or on lane ropes which indicates a depth greater than 900mm and no children ten (10) years and under past that point
- No running, jumping or diving
- Restriction to activities based on height / age

14.6 Clothing and Personal Protection Equipment

APPROVED SWIMWEAR

14.6.1 The owner or operator of an aquatic facility should consider the following approved swimwear policies

- Appropriate swimwear (fit for purpose) should be worn in the water
- Only recognised waterproof aqua nappies plus swimming costume for infants are to be worn in the water
- Swim waterproof nappies are required for all non-toilet trained children when using the pools

PERSONAL IDENTIFICATION CLOTHING

14.6.2 Some facilities are choosing to adopt personal identification clothing (such as wrist bands) to assist Lifeguards and other facility staff in recognising children and parents / guardians especially in high volume patron situations.

14.6.3 If the owner or operator of an aquatic facility considers the use of wrist bands, rash vest, caps (or similar) to identify and assist Lifeguards, the clothing or equipment should be consistent in colour.

14.7 References

- Swimming Pool Supervision Guidelines and Recommended Standard, 1996, Hillary Commission, Wellington
- RLSSA Keep Watch at Public Pools Program
- RLSSA Lifeguarding Training Manual 5th Edition 2016
- Watch Around Water Program
- SLSA Review into Personal Protection Equipment (May 2015)
- A framework for drowning prevention 2nd Edition. Ed Joost Bierens
- Petrass, Lauren A. Dr and Blitvich, Jennifer (2017) "Understanding Contributing Factors to Child Drownings in Public Pools in Australia: a Review of National Coronial Records," International Journal of Aquatic Research and Education: Vol. 10 : No. 1 , Article 3. Available at: <http://scholarworks.bgsu.edu/ijare/vol10/iss1/3>
- State/Territory Working with Children legislation and regulations

14.8 Previous Versions

- Guideline SU3 Supervision of Children, Issue 2, November 2005
- Guideline SU10 Parental Supervision, Issue 1, July 1996

13.2. (DO) Major Project & Major Works

Prepared By:

Director Operations

Executive Summary

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

Background Information

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

Project Delivery Program Implications

TRANSPORT AND DRAINAGE - *Sealed Roads*

TRANSPORT AND DRAINAGE - *Unsealed 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

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

Recommendation

That Council:

1. Receive and note the report

Report

The Major Projects and Current Works Report is appended at *Attachment 1* to this report.

Attachments

1. Major Projects & Current Works - Progress Report

Attachment 1 - Operations - Major Projects - October 2022

OPERATIONS MAJOR PROJECTS - OCTOBER 2022

Project Description	Due Date	Budget	Forecast	Actuals	Status
Parke - Spicer Oval Amenities	20/10/22	\$2,615,000	\$2,615,000	\$2,436,561.44	In Progress
Comments	<ul style="list-style-type: none"> Practical Completion was issued to Hines Constructions on the 19 September. PC was achieved approximately 5 weeks behind the contract date for PC. This delay has not affected the final completion date for the development as the Occupation Certificate cannot be achieved until the carpark re surfacing works are 100% Hines Constructions are working through defects which are currently sitting at 98% complete. Bitwave Internet system has been installed, linking the facility back to the Council admin building. CCTV system installed and commissioned Field fencing reinstated Turf and irrigation completed to the east and south elevations of the building <p>Next Steps:</p> <ul style="list-style-type: none"> Carpark resurfacing is 50% complete with final asphalt scheduled for early December 2022. 				
Parke - Currajong Street Rehabilitation – Church to Mitchell Street	23/12/22	\$3,693,000	\$3,693,000	\$511,911.92	In Progress
Comments	<ul style="list-style-type: none"> Kerb and guttering & footpath completed along eastern side of Currajong Street between Victoria and Bushman Street with some driveway laybacks and linkups outstanding. Tree replacement along Currajong Street completed on the eastern side between Victoria and Mitchell Street <p>Next Steps:</p> <ul style="list-style-type: none"> Drafting an RFQ for asphalt supply along Currajong Street to be let through the Local Government Procurement Portal (LGP). Staging plan being considered for the road construction between Bushman and Mitchell Street with a view of minimising disruptions to the public and residents. Kerb and guttering & footpath to commence along western side of Currajong Street between Victoria and Bushman Street 				
Trundle - Main Street	1/02/2023	\$1,000,050	\$1,000,050	\$523,985.46	In Progress
Comments	<ul style="list-style-type: none"> Trenching of irrigation and private power, services connections finished 12 gardens beds concrete works completed. Planting trees in garden beds started <p>Next Steps:</p> <ul style="list-style-type: none"> Construction of base slab for toilet block and construction toilet block. Installation of irrigation in completed garden beds Relocation of power poles and placing power underground. 				
Trundle Skate Parke Shire Council	May 2023	\$270,000			In Progress
SCCF3- 1158 LRCI rd 3 (part)	<ul style="list-style-type: none"> The contract has been awarded to Haley Constructions, a specialist skate park and outdoor play area builder. Site establishment is 100% Bulk earthworks 90% complete Detailed excavation 90% complete Construction of concrete skate elements 50% complete 				

Project Description	Due Date	Budget	Forecast	Actuals	Status
	Next Steps: <ul style="list-style-type: none"> • Completion of all concrete skate elements • Painting and sealing of concrete surfaces • Installation of irrigation and turf to surrounds • Works are scheduled to be completed by the 23 December 2022 pending further inclement delays 				
Parkes Pump Track	May 2023	\$500,000			In Progress
SCCF3- 1354 SCCF4- 0822 LRCI rd 3 (part)	<ul style="list-style-type: none"> • The contract has been awarded to Haley Constructions, a specialist skate park and outdoor play area builder. • Site establishment is 100% • Bulk earthworks 90% complete • Detailed excavation 90% complete • Construction of concrete pump track elements 40% complete Next Steps: <ul style="list-style-type: none"> • Completion of all concrete pump track elements • Sealing of concrete surfaces • Installation of stabilised granite surface to centre of the pump track • Installation of irrigation and turf to pump track surrounds • Supply and install of cantilevered steel awning and seating • Design and installation of solar lighting system to pump track surrounds • Works are scheduled to be completed by late January 2023 pending further inclement delays 				

14. REPORTS OF THE DIRECTOR PLANNING AND COMMUNITY SERVICES

14.1. (DPCS) October 2022 Building Statistics Report

Executive Summary

During the month of October 2022 there were sixteen (16) Development Applications received totalling \$29,595,390.12 and thirteen (13) consents were issued. Two (2) Private Certifier Complying Development Certificates were received totalling \$470,739 and three (3) Private Certifier consents were issued.

Recommendation

1. That the information be received and noted.

Report

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

Development Category	October 2022		October 2021	
	No.	Estimated Value	No.	Estimated Value
Commercial	3	\$26,922,661.42	3	\$242,401.40
Community Facilities	-	-	1	\$49,000.00
Industrial	-	-	-	-
Infrastructure	-	-	-	-
Tourist Development	1	\$5,000.00	-	-
Single Dwelling-house	2	\$825,115.00	4	\$2,181,320.00
Residential Alterations and Additions inc ancillary / outbuildings	7	\$398,965.70	11	\$268,623.58
Residential Other	-	-	-	-
Multi-Residential	3	\$1,443,648.00	1	\$750,320.00
Seniors Living	-	-	-	-
Subdivision only	-	-	-	-
Secondary Dwelling	-	-	-	-
Other inc demolition, earthworks, advertising structure	-	-	-	-
Mixed Development	-	-	-	-
Totals	16	\$29,595,390.12	20	\$3,491,664.98
FYTD Totals	60	\$42,708,327.94	59	\$11,094,723.48

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

Application No.	Address	Description
DA2022/0057	77 Woodward Street, Parkes	Centre Based Childcare Centre
DA2022/0087	68 Close Street, Parkes	Subdivision (1 Existing Lot into 2 Lots)
DA2022/0088	272-276 Clarinda Street, Parkes	Alterations & Commercial Development - Minor Building Works (Fire Escape, Internal Staircase and Removal of Existing Internal Tank)
DA2022/0090	4 Monica Close, Parkes	Alterations & Additions to Dwelling - Pitch and Flat Roof Patio Cover (Detached)
DA2022/0094	Parkesborough Road, Parkes	Outbuilding - Shed
DA2022/0096	63 Gold Lead Place, Parkes	Dwelling - House & Outbuilding - Shed
DA2022/0099	68 Medlyn Street, Parkes	Outbuilding - Shed
DA2022/0100	119 Boori Street, Peak Hill	Demolition of Existing Outbuilding - Shed & Erection of Outbuilding - Shed
DA2022/0104	68 Medlyn Street, Parkes	Retaining Walls
DA2022/0105	13 Currajong Street, Parkes	Alterations to Rear of Existing Dwelling and Retaining Walls
DA2022/0111	13 Thomas Street, Parkes	Additions to Dwelling (Deck) & Outbuilding Carport
DA2022/0113	5 Davids Lane, Parkes	Outbuilding (shed and entertaining area)
DA2022/0115	Cooke Park, 158-176 Clarinda Street, Parkes	Temporary Use of Land (Spring Fling Event in Cooke Park)

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

Development Category	October 2022		October 2021	
	No.	Estimated Value	No.	Estimated Value
Commercial	-	-	-	-
Community Facilities	-	-	-	-
Industrial	-	-	-	-
Infrastructure	-	-	-	-
Tourist Development	-	-	-	-
Single Dwelling-house	1	\$404,765.00	-	-
Residential Alterations and Additions ancillary/outbuildings inc	1	\$65,974.00	3	\$128,005.00
Residential Other	-	-	-	-
Multi-Residential	-	-	-	-
Seniors Living	-	-	-	-
Subdivision	-	-	-	-
Secondary Dwelling	-	-	-	-
Other inc demolition, earthworks, advertising structures	-	-	-	-
Totals	2	\$470,739.00	3	\$158,005.00
FYTD Totals	11	\$3,679,529.00	9	\$1,837,980.00

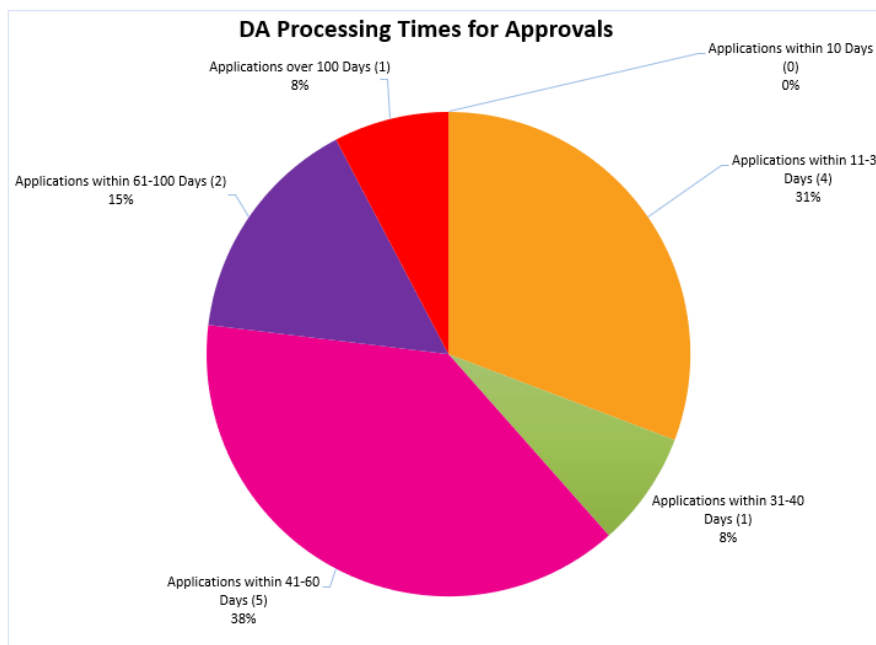
The following is a list of Complying Development Certificates which were issued in the month of October 2022.

Application No.	Address	Description	Certifying Authority
CDC2022/0039	Goldrush Road, Parkes	Single Story Dwelling with Attached Double Garage, Alfresco & Porch	Private Certifier
CDC2022/0040	3-5 Charles Barber Close, Parkes	Inground Fibreglass Swimming Pool	Private Certifier

DA Processing Times for Approvals

The information shown in the pie chart below is Development Application approvals issued for the period 1 October 2022 to 31 October 2022.

It should be noted that a total of thirteen (13) Development Applications have been approved with an average of 48.37 days.



Attachments

Attachment 1 - DEVELOPMENT ACTIVITY REPORT - OCTOBER 2022

DEVELOPMENT ACTIVITY REPORT - OCTOBER 2022

Development Applications and Complying Development Certificates lodged and approved in the Parkes Shire



LODGED

16 Development Applications
2 Complying Development Certificates

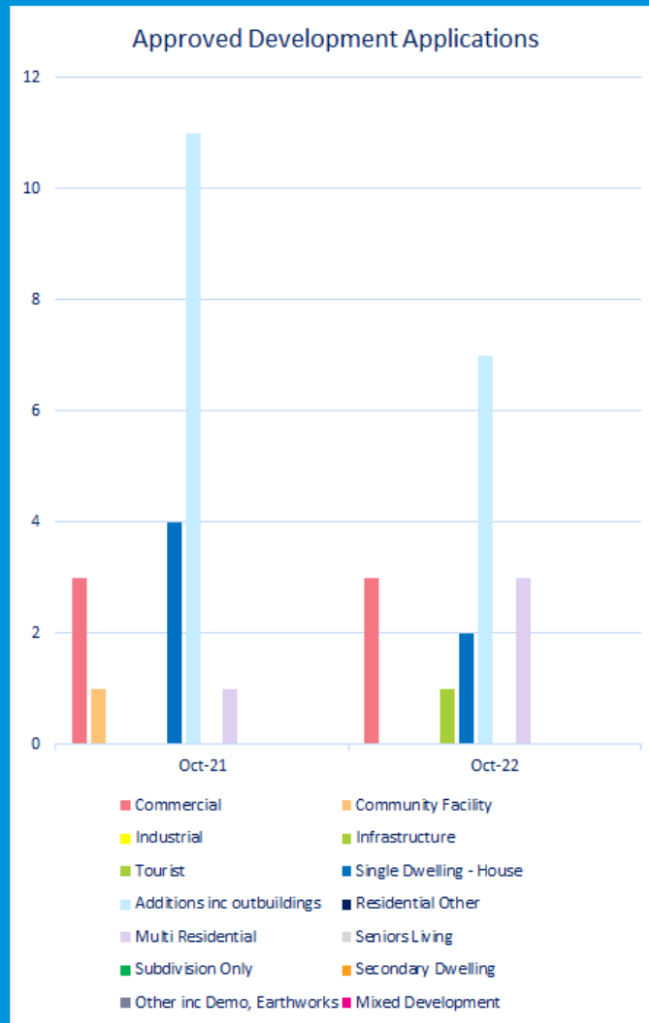


DETERMINED

13 Development Applications
0 Complying Development Certificates
3 Private Certifier Complying Development Certificates



AVERAGE DEVELOPMENT APPLICATION PROCESSING TIME THIS MONTH
48.37 DAYS



VALUE OF APPLICATIONS RECEIVED

\$30,066,129.00

15. NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

16. CONFIDENTIAL MATTERS

13.3. (DO) PSC2022/099 Cheney Park Drainage and Rehabilitation Works Stage 2

Prepared By:

Director Operations

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

(ii) confer a commercial advantage on a competitor of Council

Executive Summary

Tenders for the Cheney Park Drainage and Rehabilitation Works Stage 2 closed on 13 October 2022. 1 tender was received.

This report outlines the Tender Evaluation and recommended actions.

17. REPORT OF CONFIDENTIAL RESOLUTIONS

18. CONCLUSION OF MEETING