



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, 20 September 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**
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3. **PRAYER**
4. **APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE**
5. **APPLICATIONS TO ATTEND BY AUDIO-VISUAL LINK**
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7. **DECLARATIONS OF INTERESTS**
8. **LATE BUSINESS**

9. MAYORAL MINUTE(S)

9.1. Mayoral Minute - Death of Her Late Majesty Queen Elizabeth II

Executive Summary

The Parkes Shire was deeply saddened to hear of the passing of Her Late Majesty Queen Elizabeth II, which was announced by the Governor-General, General David Hurley AC, on 09 September 2022 following advice from Buckingham Palace.

Recommendation

That Council:

1. Extend its condolences to His Majesty the King and to members of the Royal Family on the death of Her Late Majesty, Queen Elizabeth II.
2. Note that a National Day of Mourning will be held on Thursday, 22 September 2022, with one minute's silence to be observed at 11.00am.

Report

The Parkes Shire was deeply saddened to hear of the passing of Her Majesty Queen Elizabeth II, which was confirmed by Buckingham Palace on Friday 6 September.

On behalf of my fellow Councillors, Council staff and the residents of the Parkes Shire, I extend my deepest sympathies to His Majesty King Charles III, the Royal family, and all those mourning the loss of Queen Elizabeth II.

Queen Elizabeth II's reign was the longest of any British monarch, and over her seven decades on the throne, she proved to be a rare and reassuring constant amidst a period of extraordinary change.

The Queen was a great friend of Australia, visiting 16 times from the first time she touched down in 1954 to her final tour in 2011, including 12 visits to the state of New South Wales.

In her now infamous 1954 visit, the Queen undertook significant travel across country New South Wales, including visits to Bathurst, Broken Hill, Dubbo, Katoomba, Lismore, Lithgow, Wagga Wagga and Wollongong, beginning a long and enduring relationship between rural and regional Australia.

Flags at Council's library on Bogan Street were lowered to half-mast last Friday as a mark of respect and will continue to be flown half-mast throughout the official 10-day mourning period.

The Prime Minister has announced that the National Day of Mourning on Thursday, 22 September 2022 will be recognised as a National public holiday. The day coincides with the National Memorial Service, which will be held at Parliament House in Canberra. One minute's silence will be observed at 11.00am.

The Australian Government has opened an online condolence book at www.pmc.gov.au.

Attachments

Nil

9.2. Mayoral Minute - Proclamation of His Majesty King Charles III

Executive Summary

Following the passing of Her Late Majesty Queen Elizabeth II; on 11 September 2022, His Royal Highness the Prince of Wales was proclaimed King of Australia.

Recommendation

That Council:

1. Receive and note the Proclamation of His Majesty King Charles III, appended at *Attachment 1*.

Report

Following the passing of Her Late Majesty Queen Elizabeth II, the Accession Council met at St James's Palace on 10 September 2022 to officially proclaim His Majesty King Charles III.

Australia's Federal Executive Council subsequently held a meeting, at which the Governor-General, General David Hurley AC, made the Proclamation of Accession.

It later followed with an historic public reading of the Proclamation outside Parliament House, a First Nations' smoking ceremony, a 21-gun Royal salute and a rendition of *God Save The King*.

Attachments

1. Proclamation of King Charles III (Department of Prime Minister and Cabinet, September 2022)



PROCLAMATION

WHEREAS because of the death of our blessed and glorious Queen Elizabeth the Second, the Crown has solely and rightfully come to Prince Charles Philip Arthur George:

We, therefore, General the Honourable David Hurley AC DSC (Retd), Governor-General of the Commonwealth of Australia, and members of the Federal Executive Council, do now proclaim Prince Charles Philip Arthur George to be King Charles the Third, by the Grace of God King of Australia and his other Realms and Territories, Head of the Commonwealth, and, with hearty and humble affection, we promise him faith and obedience:

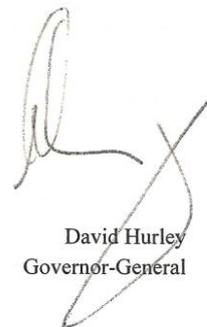
May King Charles the Third have long and happy years to reign over us.

Given at Canberra this eleventh day of September, Two thousand and twenty two, and in the first year of His Majesty's reign.



By His Excellency's Command

Anthony Albanese
Prime Minister



David Hurley
Governor-General

9.3. Mayoral Minute - Functions Attended by Mayor and Councillors

Executive Summary

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

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

Recommendation

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

Report

Date	Function
Wednesday 17 August 2022	Central West Lachlan Landcare Meeting Councillor ME Applebee and Councillor WP Jayet
Wednesday 17 August 2022	Trundle Show 2022 Councillor GS Wilson
Wednesday 17 August 2022	Meeting with Parkes TAFE Mayor KJ Keith
Thursday 18 August 2022	Vietnam Veterans Commemoration Day Councillor GW Pratt and Councillor ME Applebee
Friday 20 August 2022	Northparkes Mines Frontline Ball Mayor KJ Keith, Councillor JP Cass, Councillor ME Applebee and General Manager K Boyd
Monday 22 August 2022	Peak Hill Community Consultative Committee meeting Councillor LA O'Leary
Tuesday 23 August 2022	Peak Hill Show 2022 Deputy Mayor NC Westcott and Councillor LA O'Leary
Tuesday 23 August 2022	Collaborative Care Dinner with health professionals in Parkes and Condobolin Mayor KJ Keith and General Manager K Boyd
Wednesday 24 August 2022	Country Mayors Association Executive Meeting Mayor KJ Keith
Wednesday 24 August 2022	Regional Express 20th Birthday celebrations Mayor KJ Keith and Deputy Mayor NC Westcott
Thursday 25 August 2022	CNSWJO Conference 2022 Mayor KJ Keith, Deputy Mayor NC

Date	Function
	Westcott, Councillor ME Applebee, Councillor JP Cass and General Manager K Boyd
Friday 26 August 2022	Civic reception for CMOC CEA Mr Sun Mayor KJ Keith, Deputy Mayor NC Westcott, Councillor WP Jayet, Councillor ME Applebee, Councillor GS Wilson, Councillor LA O'Leary, General Manager K Boyd, Director Planning & Community Services B Hayes and Director Infrastructure & Strategic Futures A Francis
Friday 26 August 2022	Paint the Town Read Mayor KJ Keith, Deputy Mayor NC Westcott, Councillor ME Applebee and Councillor WP Jayet
Saturday 27 August 2022	Go-Rural Visit presentation Mayor KJ Keith, Deputy Mayor NC Westcott, Councillor ME Applebee and General Manager K Boyd
Tuesday 30 August 2022	Visit by The Hon Michael McCormack MP at the Parkes Show 2022 Deputy Mayor NC Westcott and Councillor ME Applebee
Tuesday 30 August 2022	Meeting with Minister Tuckermann and LGNSW Mayor KJ Keith
Wednesday 31 August 2022	Parkes District Liaison Committee Meeting, NSW Rural Fire Service Councillor DW Weber
Wednesday 31 August 2022	Meeting with Parkes Early Childhood Centre Mayor KJ Keith and General Manager K Boyd
Monday 05 September 2022	Southern Cross Rally Mayor KJ Keith
Tuesday 06 September 2022	Parkes Delivery Plus Workshop Mayor KJ Keith, Deputy Mayor NC Westcott, Councillor JP Cass, Councillor DR Weber, Councillor ME Applebee, Councillor LA O'Leary, Councillor GS Wilson, Councillor GW Pratt and Councillor KM McGrath
	Meetings prior: Community Financial Assistance Program - Evaluation Panel Assessment Meeting Deputy Mayor NC Westcott and Councillor JP Cass

Date	Function
	Transgrid presentation
	Mayor KJ Keith, Deputy Mayor NC Westcott, Councillor JP Cass, Councillor DR Weber, Councillor ME Applebee, Councillor LA O'Leary, Councillor GS Wilson, Councillor GW Pratt and Councillor KM McGrath
Thursday 08 September 2022	Building Capacity for Rural Leaders to Support Emotional Resilience in their local Communities training Mayor KJ Keith and Councillor JP Cass
Friday 09 September 2022	From Here Pol Cruz Public Exhibition Mayor KJ Keith and Councillor WP Jayet
Saturday 10 September 2022	Parkes Hockey Inc presentation Councillor LA O'Leary
Monday 12 September 2022	Bogan Gate Community Memorial Hall Inc. Committee meeting Councillor GW Pratt and Councillor ME Applebee
Tuesday 13 September 2022	Parkes Sports Council Meeting Mayor KJ Keith, Councillor LA O'Leary and Councillor JP Cass
Tuesday 13 September 2022	Newell Highway Taskforce Committee Annual General Meeting & Committee Meeting Mayor KJ Keith
Thursday 14 September 2022	Elvis Festival Committee meeting Mayor KJ Keith, Councillor ME Applebee and Councillor WP Jayet
Friday 16 September 2022	Central Tablelands Official Opening of Collections Facility Councillor GW Pratt
Friday 16 September 2022	Parkes Health Precinct Master Planning-First Kickoff Workshop Mayor KJ Keith, Deputy Mayor NC Westcott, Councillor JP Cass, Councillor ME Applebee, Councillor JP Cass and General Manager K Boyd
Friday 16 September 2022	Regional Health Division - Country Mayors Exec Group Mayor KJ Keith
Friday 16 September 2022	Anglican Debutante Ball Mayor KJ Keith and Mrs Sue Keith
Saturday 17 September 2022	Parkes & District Amateur Soccer Association Finals Mayor KJ Keith

Date	Function
Sunday 18 September 2022	SCT Logistics Parkes Open Golf Tournament Mayor KJ Keith
Tuesday 20 September 2022	Ordinary Council Meeting All Councillors and Senior Staff
	Meetings prior:
	Economic Development Committee Meeting Mayor KJ Keith, Deputy Mayor Neil Westcott, Councillor WP Jayet, Councillor JP Cass, Councillor ME Applebee & Councillor GS Wilson
	Infrastructure Sustainability Council - Certification Event at WTP All Councillors and Senior Staff

Attachments

Nil

9.4. Mayoral Minute - Coming Known Events for Mayor and Councillors

Executive Summary

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

Recommendation

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

Report

Date	Function
Wednesday 21 September 2022	Parkes Forbes Community Housing Meeting Councillor WP Jayet and Councillor ME Applebee
Wednesday 21 September 2022	Tullamore and District Consultative Committee meeting Councillor GS Wilson
Wednesday 21 September 2022	Central West Lachlan Landcare Meeting Councillor ME Applebee and Councillor WP Jayet
Thursday 22 September 2022	Meeting with Minister Roberts and Minister Griffin Mayor KJ Keith
Thursday 22 September 2022	Welcome Rotary Caravan Musters Deputy Mayor NC Westcott
Saturday 24 September 2022	NAIDOC Get Up! Stand Up! Show Up! Welcome Mayor KJ Keith
Monday 26 September 2022	Arts Advisory Council Meeting Mayor KJ Keith, Deputy Mayor NC Westcott, Councillor WP Jayet and Councillor JP Cass
Monday 26 September 2022	Peak Hill Community Consultative Committee meeting Councillor LA O'Leary
Tuesday 04 October 2022	Parkes Delivery Plus Workshop All Councillors and Senior Staff
	Meetings prior:
	Councillor tree planting day All Councillors and Senior Staff
	Development Approval Site visit All Councillors and Senior Staff

Date	Function
	Economic Development Committee Meeting Mayor KJ Keith, Deputy Mayor Neil Westcott, Councillor WP Jayet, Councillor JP Cass, Councillor ME Applebee & Councillor GS Wilson
Wednesday 05 October 2022	Official opening of Pet Care Kitchen by The Hon Paul Toole MP Mayor KJ Keith, Deputy Mayor NC Westcott. General Manager K Boyd and Director Infrastructure & Strategic Futures A Francis
Thursday 06 October 2022	Parkes Motor Museum 50th Anniversary Mayor KJ Keith
Saturday 08 October 2022	2022 Repco Bathurst 1000 Luncheon Mayor KJ Keith
Saturday 08 October 2022	Bogan Gate Celebrations Mayor KJ Keith
Sunday 09 October 2022	Bogan Gate War Memorial 100 Year Celebrations Mayor KJ Keith
Monday 10 October 2022	CNSW-ITG - Central NSW Integrated Transport Group Mayor KJ Keith
Monday 10 October 2022	Bogan Gate Community Memorial Hall Inc. Committee meeting Councillor GW Pratt
Tuesday 11 October 2022	Meeting with Grants Commissioner Mayor KJ Keith and General Manager KK Boyd
Tuesday 11 October 2022	Lachlan Health Council meeting Mayor KJ Keith and Councillor ME Applebee
Tuesday 11 October 2022	Parkes Sports Council meeting Mayor KJ Keith, Councillor JP Cass and Councillor ME Applebee
Tuesday 11 October 2022	Sunrise Energy Metals Community Consultative Committee Councillor WP Jayet
Wednesday 12 October 2022	CNSWJO Board meeting Mayor KJ Keith and General Manager K Boyd
Wednesday 12 October 2022	Trundle ABBA Festival 2022 Mayor KJ Keith
Wednesday 12 October 2022	Tullamore and District Consultative Committee meeting Councillor GS Wilson
Saturday 15 October 2022	Trundle ABBA Festival 2022 All Councillors invited

Date	Function
Tuesday 18 October 2022	Ordinary Council Meeting, Tullamore All Councillors and Senior Staff

Attachments

Nil

9.5. Mayoral Minute - Federal Government Support for Inland Rail Program

Executive Summary

This report recommends that Parkes Shire Council ("Council") receive correspondence from the Minister for Infrastructure, Transport, Regional Development and Local Government, appended at *Attachment 1*, and note the Federal Government's ongoing support for the Inland Rail Program.

Recommendation

That Council:

1. Receive the correspondence from the Minister for Infrastructure, Transport, Regional Development and Local Government, the Hon. Catherine King MP, appended at *Attachment 1*.
2. Note the Federal Government's ongoing support for delivery of the Inland Rail Program, as expressed by the Minister in her correspondence.

Report

Following the election of the Albanese Labor Government earlier this year, the Mayor wrote to the Prime Minister expressing Parkes Shire Council's support for the Inland Rail Program and inviting the Prime Minister to visit the Parkes Special Activation Precinct.

On 06 September 2022, the Minister for Infrastructure, Transport, Regional Development and Local Government, the Hon. Catherine King MP, replied to the Mayor's correspondence, in her capacity as the responsible portfolio Minister for the Inland Rail Program. The Minister's correspondence is appended at *Attachment 1* to this report.

The Minister has confirmed the Federal Government's ongoing support for the Inland Rail Program, and that the Member for Riverina, the Hon. Michael McCormack MP, has also extended an invitation to her to visit Parkes.

Attachments

1. Correspondence from the Minister for Infrastructure, Transport, Regional Development and Local Government (06 September 2022)



The Hon Catherine King MP

**Minister for Infrastructure, Transport, Regional Development and Local Government
Member for Ballarat**

Ref: MC22-005885

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

Dear Mayor *Ken,*

Thank you for your letter of 6 June 2022, to the Prime Minister, the Hon Anthony Albanese MP regarding your support for the Inland Rail Program and with an invitation to visit the Special Activation Precinct in Parkes. Your letter has been referred to me by the Hon Patrick Gorman MP, Assistant Minister to the Prime Minister, as I am the Minister responsible for the matters you raised. I regret the delay in responding.

I welcome your support for the Inland Rail Program and want to assure you that the Australian Government is committed to getting the delivery of this vital freight project back on track and adding new capacity and resilience to our national supply chain.

The Government acknowledges the importance of our continued investment in Inland Rail and the opportunities that this is creating for businesses and communities all along the Inland Rail corridor. I believe that a clear and credible plan for the delivery of Inland Rail will further assist state and local governments in attracting businesses and investment to intermodal precincts such as the Parkes Special Activation Precinct.

Unfortunately, due to my parliamentary commitments, I am unable to visit the Special Activation Precinct at this time. I do however look forward to meeting with you in the future.

Thank you for raising this matter with the Australian Government. I trust this information is of assistance.

Yours sincerely



Catherine King MP

6 / 9 / 2022

*Your local member
has also invited
me to visit
Parkes which I
will endeavor
to do when my
diary settles*

9.6. Mayoral Minute - Accounting Treatment of NSW Rural Fire Service Assets

Executive Summary

This report recommends that Parkes Shire Council ("Council") receive and note correspondence from the Member for Orange, Philip Donato MP, regarding ongoing advocacy efforts regarding the accounting treatment of NSW Rural Fire Service ("RFS") assets by local councils, appended at *Attachment 1*.

Recommendation

That Council:

1. Receive the correspondence from the Member for Orange, Philip Donato MP, regarding ongoing advocacy efforts regarding the accounting treatment of NSW Rural Fire Service assets vested in local councils.
2. Note that the NSW Country Mayors Association continues to advocate for reform with respect to this matter.

Report

At its Ordinary Meeting held 19 July 2022, Council resolved to write to the Member for Orange, Phil Donato MP - along with the Treasurer, Minister for Emergency Services and Resilience, and Minister for Local Government - expressing Council's objection to the NSW Government's determination on ownership of RFS assets, also known as "red fleet".

The Mayor subsequently wrote to Mr Donato, along with abovementioned Ministers, advising of the impact of the NSW Government's position on Council's finances, and informing that Council would no longer carry out RFS assets stocktakes on behalf of the NSW Government and record those assets in its financial statements.

Mr Donato has subsequently made representation on Council's behalf with respect to this matter and has provided the correspondence appended at *Attachment 1* to this report.

Attachments

1. Correspondence from Philip Donato MP, Member for Orange (12 September 2022)

PHILIP DONATO MP
Member for Orange



Our Ref: 220908-P

Cr Ken Keith OAM
Mayor
Parkes Shire Council

Via email: [REDACTED]

Dear Cr Keith

Ken,

I write to advise that a response to the representation I made on your behalf has been received from Mr Geoff Provest MP, Parliamentary Secretary for Police and Emergency Services, on behalf of the Minister.

The Parliamentary Secretary advises that NSW Treasury and the Department of Planning and Environment have reached a consensus that rural fire fighting equipment captured by s119(2) is controlled by councils and should be recognised in their financial statements.

The Parliamentary Secretary also advises that the Audit Office of NSW is currently conducting performance audits of RFS and the Office of Local Government and looks forward to receiving the findings and any relevant recommendations arising from the audits.

I have included a copy of the Parliamentary Secretary's response for your reference.

Thank you once again for bringing this matter to my attention. If I can assist you any further, please do not hesitate to contact my office.

Yours sincerely,
[REDACTED]

Philip Donato MP
Member for Orange
Encl.

12th September 2022





Geoff Provest MP
Parliamentary Secretary for Police and Emergency Services

IM22/16676
M22/1(187)

Mr Philip Donato MP
Member for Orange
123 Byng Street
ORANGE NSW 2800

Via: [REDACTED]

Dear Mr Donato

I refer to your correspondence on behalf of Parkes Shire Council Mayor, Cr Ken Keith OAM, to the Minister for Emergency Services and Resilience and Minister for Flood Recovery, Steph Cooke, in relation to the accounting treatment of NSW Rural Fire Service (RFS) assets vested in councils. The Minister has asked me to respond on her behalf.

At the outset, I can assure you the RFS values local government's significant contribution to the State's bush fire management and is committed to working in collaboration with councils in its Rural Fire Districts.

As you are aware, s119(2) of the *Rural Fires Act 1997* states that "all fire fighting equipment purchased or constructed wholly or partly from money to the credit of the Fund is to be vested in the council of the area for or on behalf of which the fire fighting equipment has been purchased or constructed."

NSW Treasury and the Department of Planning and Environment have reached a consensus that rural fire fighting equipment captured by s119(2) is controlled by councils and should be recognised in their financial statements.

The Auditor-General's *Local Government 2021* report to Parliament notes this position and recommends that councils should perform a full asset stocktake of rural fire fighting equipment, including a condition assessment, for 30 June 2022 financial reporting purposes. It further recommends that, consistent with the Australian Accounting Standards, councils should recognise this equipment as assets in their 30 June 2022 financial statements.

The *Local Government 2021* report also notes that the Audit Office of NSW is currently conducting performance audits of both the RFS (Planning and managing bush fire equipment) and the Office of Local Government (The effectiveness of local government regulation and support).

The RFS is assisting the Audit Office in relation to planning and managing bush fire equipment and I look forward with interest to the Auditor-General's findings and any relevant recommendations arising from these two audits.

GPO Box 5341 Sydney NSW 2001 • P: (02) 8574 5220 • W: nsw.gov.au/ministercooke

Thank you again for taking the time to bring this matter to the Government's attention.

Yours sincerely



Geoff Provest
Parliamentary Secretary for Police and Emergency Services

9.7. Mayoral Minute - Regional Health Ministerial Advisory Panel

Executive Summary

The Hon Bronnie Taylor MLC has approved my appointment as an inaugural member of the Regional Health Ministerial Advisory Panel under Section 20 of the *Health Administration Act 1982*.

Recommendation

1. That the Report be received and noted.

Report

The Regional Health Ministerial Advisory Panel is to advise the Minister for Regional Health, the Minister for Health and the Secretary, Ministry of Health on opportunities and solutions to improve healthcare and hospital and health support services in regional NSW. The panel will also strengthen community engagement and foster genuine co-design principles in the development of healthcare services.

Individuals should demonstrate the capacity to represent the interest of regional consumers of health services served by the district/network, knowledge, experience, or expertise in one or more of:

- providing medical and clinical care relevant to regional health services
- complex health service delivery
- community engagement and capacity building
- digital solutions in rural and regional areas
- health funding and financing
- culture and change management
- regional health workforce strategies.

I have appointed as a panel member up to 31 July 2023. The panel will meet at least every three months.

Attachments

1. Letter from The Hon Bronnie Taylor MLC dated 29 August 2022



The Hon. Bronnie Taylor MLC
Minister for Women
Minister for Regional Health
Minister for Mental Health

OFFICIAL

Cr Kenneth Keith OAM

Email: ken.keith@parkes.nsw.gov.au

Our ref H22/69326

Dear Cr Keith

I am pleased to advise that I have approved your appointment as an inaugural member of the Regional Health Ministerial Advisory Panel as constituted under section 20 of the *Health Administration Act 1982*.

Your appointment is effective for a term commencing on and from the date of this letter, and not exceeding 31 July 2023. Your appointment is conditional upon a National Criminal Record Check, as required by Government guidelines for statutory appointees and evidence of your vaccination status, as required by the Health Secretary's Determination and Direction.

A representative of the NSW Ministry of Health will be in contact with you to provide information concerning the meetings and procedures of the Panel, and the terms and conditions of your appointment.

I am excited about the commencement of the Panel and the commitment you have shown to be involved in the development of policy, care delivery models, and innovative practices. I am keen for the Panel to be a means of strengthening community engagement and co-design principles in the development of healthcare services.

The inaugural meeting of the Advisory Panel will be the opportunity to immediately advise on key issues including:

- the development and implementation of the new NSW Regional Health Plan 2022-2032
- ensuring that the NSW Government Response to the Parliamentary Inquiry on Health outcomes and access to health and hospital services in rural, regional and remote NSW is considered as part of the new plan to guide regional health for the next 10 years
- identification of barriers and incentives to attract health workers to regional areas.

Congratulations on your appointment to the Regional Health Ministerial Advisory Panel. I look forward to working with you in our commitment to improve healthcare and hospital and health support services in regional NSW.

Information about the inaugural meeting will be provided to you shortly. If you have any questions regarding your appointment, please contact Michelle Maxwell, Director, Strategy, Governance and Delivery, Regional Health Division at email Michelle.Maxwell@health.nsw.gov.au or 0438 632 108.

Yours sincerely

The Hon. Bronnie Taylor MLC
Minister for Women
Minister for Regional Health
Minister for Mental Health

29/08/2022

OFFICIAL

GPO Box 5341 Sydney NSW 2001 ■ P: (02) 8574 5850 ■ W: nsw.gov.au/ministertaylor

9.8. Mayoral Minute - Regional Express 20th Birthday Celebrations

Executive Summary

Deputy Mayor Neil Westcott and I attended the 20th birthday celebrations for Regional Express Airlines on Wednesday 24 August 2022. Over 300 guests were invited, including the Mayors of Wagga Wagga City Council, Narrandera Shire Council and Parkes Shire Council.

Recommendation

1. That this report be received and noted.

Report

Deputy Mayor Neil Westcott and I attended the 20th birthday celebrations for Regional Express Airlines ("REX") on Wednesday 24 August 2022. Over 300 guests were invited including the Mayors of Wagga Wagga, Narrandera and Parkes.

The Chair of REX Airlines Mr Kim Hai Lim along with Deputy Chair, John Sharp AM hosted the evening. Special guests included 95-year old Max Hazelton, the founder of the Hazelton Airlines, who impressed everyone when he reflected on the history of the airline, including surviving his own plane crash.

The Federal Member for Riverina, the Hon. Michael McCormack MP, was in attendance and presented with a special model plane because of his involvement as Minister for Transport during the COVID-1P pandemic, and role in shaping the Federal Government's rescue package that assisted REX Airlines. The Federal Member for Farrer, and Deputy Leader of the Opposition, the Hon. Sussan Ley MP, was also in attendance.

Parkes Shire Council was commended for their support of REX and the strong relationship which has been developed over their 20-year history.

Attachments

Nil

9.9. Mayoral Minute - Civic Reception for Mr Sun Ruiwen, CEO of China Molybdenum Company Ltd

Executive Summary

On Friday 26 August 2022, Parkes Shire Council, in partnership with CMOC-Northparkes Mines ("Northparkes") and Forbes Shire Council, hosted a Civic Reception in honour of visiting CMOC Executive Director, Mr Sun Ruiwen.

Recommendation

1. That the Report be received and noted.

Report

On Friday 26 August 2022, Parkes Shire Council, in partnership with CMOC-Northparkes Mines and Forbes Shire Council, hosted a Civic Reception in honour of visiting CMOC Executive Director, Mr Sun Ruiwen.

The reception was opened by Parkes Shire Town Crier, Mr Tim Keith, and emceed by Mayor Cr Ken Keith OAM who presented Mr Sun and Managing Director of Northparkes, Mr Jianjun Tian, with special gifts.

Attendees included Deputy Mayor Cr Neil Westcott, Cr Bill Jayet, Cr Glenn Wilson, Cr Louise O'Leary, Cr Marg Applebee and Deputy Mayor of Forbes Shire Council Cr Chris Roylance.

Attachments

1. Photo (L-R): Deputy Mayor of Forbes Shire Council Cr Chris Roylance, CMOC Executive Director Mr Sun Ruiwen, Mayor of Parkes Shire Cr Ken Keith OAM and Managing Director of CMOC-Northparkes Mines Mr Jianjun Tian



9.10. Mayoral Minute - Paint the Town REaD

Executive Summary

On Friday, 26 August 2022, Paint the Town REaD was held in Parkes Shire with events located throughout the Parkes CBD involving preschool and K-2 children.

Recommendation

1. That this report is received and noted.

Report

On Friday 26 August 2022, Paint the Town REaD was held in Parkes Shire with events located throughout the Parkes CBD involving preschool and K-2 children from various schools in Parkes.

Also known as Reading Day, Paint the Town REaD is a community-based program that encourages the community to read with their children from birth to stimulate brain growth. Studies show that reading to your children every day is necessary to develop early literacy skills to assist children with their arrival at school and the commencement of their formal learning.

Parkes Shire Town Crier opened the day at the Henry Parkes memorial statue followed by a singalong hosted by Deputy Mayor Cr Neil Westcott and Cr Bill Jayet. Cr Marg Applebee participated with a stall for Central West Lachlan Landcare.

Attachments

1. Photo (L-R): Parkes Shire Town Crier Tim Keith, Cr Bill Jayet and Deputy Mayor Cr Neil Westcott in front of a group of children from Parkes East Public School.



9.11. Mayoral Minute - 'Go Rural' Experience Presentation

Executive Summary

On Saturday, 27 August 2022, Mayor Ken Keith presented at Parkes Hospital for health students participating in the 'Go Rural' Experience.

Recommendation

1. That this report be received and noted

Report

On Saturday, 27 August 2022, I presented at the 2022 Go-Rural Visit at Parkes Hospital accompanied by Deputy Mayor NC Westcott, Councillor ME Applebee and General Manager K Boyd.

The 'Go Rural' presentation was part of a four-day trip across rural New South Wales, hosted by NSW Rural Doctors Network. The program provided 20 university students studying medicine, nursing and allied health with an opportunity to visit rural and remote communities. This program included visiting the Parkes Shire, where they viewed medical facilities in both Parkes and Trundle. The health students were able to see first-hand the benefits of working rurally.

In addition to the Parkes Hospital and Trundle Multi-purpose Health Service visit, I presented to the group on the benefits of living and working in the Parkes Shire. The presentation detailed several upcoming projects expected to be undertaken in the coming years, including the Special Activation Precinct. Further information was given on the liveability of the Shire, showcasing the relaxed and enjoyable lifestyle that Parkes offers.

The presentation and broader initiative enabled the health students to expand their understanding of the benefits of working as rural health practitioners.

Attachments

Nil

9.12. Mayoral Minute - Opening of Pol Cruz' exhibition From Here

Executive Summary

On Friday 9 September 2022, I officially opened of the From Here exhibition in the Coventry Room of the Parkes Shire Library and Cultural Centre.

Recommendation

1. That this report be received and noted

Report

Event was held at 6pm on Friday, 09 September in the Coventry Room of the Parkes Shire Library and Cultural Centre. There were 53 people in attendance and 17 works were sold at this event. Special note to acknowledge Joseph Tanswell who played the piano for the event on an hours' notice as our regular player was cut off by flood water. He did an excellent job.

Councillor Jayet was also in attendance.

Those present heard from Creative Learning Programs Coordinator Roxanne Gallacher, exhibiting artist Pol Cruz and myself.

After an acknowledgement of country, Mayor Keith congratulated those involved in the curation and installation of the exhibition, particularly recognizing the work of Margot Jolly and Helen Standen. He noted how fortunate we are to have this unique and special collection here in Parkes from local artist Pol Cruz, who is internationally known and has exhibited in many places around the world.

I then made mention of the unique ways that Pol uses found objects to illustrate movement, and the way his works draw together gently emotions and reactions to the world; often with humour, thoughtfulness, sensuality, and whimsy.

The 'From Here' exhibition was then declared officially open.

Attachments

1. Photo
L to R: Mayor Keith discussing the exhibition with a patron; A side view of the exhibition; the entrance panels



9.13. Mayoral Minute - Newell Highway Taskforce Annual General Meeting 13 September 2022

Executive Summary

The Newell Highway Taskforce Committee held its Annual General Meeting on Tuesday, 13 September 2022 in Parkes.

I was re-elected the Chair with succession planning for a new Chair in the next 12 months.

Recommendation

1. That the Report be received and noted.

Attachments

1. Minutes of the Newell Highway Taskforce Annual General Meeting and Committee Meeting on Tuesday 13 September 2022.



**NEWELL HIGHWAY TASKFORCE COMMITTEE
MEETING**

MINUTES

**Minutes of the
Newell Highway Taskforce AGM & Committee meeting
held on Tuesday 13 September 2022 at 10am in Parkes
& via TEAMS**

1 WELCOME, APOLOGIES & ATTENDANCE

The Annual General Meeting opened at 10am.

Attendees name	Organisation
Cr Ken Keith OAM (Chair)	Mayor, Parkes Shire Council
Cr Tony Lord (Vice Chair)	Councillor, Bland Shire Council
Cr Dennis Todd	Mayor, Warrumbungle Shire Council
Cr Doug Batten	Mayor, Gilgandra Shire Council
Cr Neville Kschenka	Mayor, Narrandera Shire Council
Cr Craig Davies	Mayor, Narromine Shire Council
James Painting	Department of Infrastructure, Transport, Regional Development, Communications & the Arts
Julia Moscaritolo	Department of Infrastructure, Transport, Regional Development, Communications & the Arts
Eloise Chaplain	Director Infrastructure Delivery, Narrabri Shire Council
Kent Boyd PSM	General Manager, Parkes Shire Council
Grant Baker	General Manager, Bland Shire Council
Richard Jane	Director Engineering, Forbes Shire Council
Kevin Tighe	Director Technical Services, Warrumbungle Shire Council
Stuart Reynolds	
Paul Polansky	Senior Manager Transport Technical Solutions, Transport NSW
John Morris	Regional NSW High Productivity Road Transport Alliance Coordinator
Rod Hannifey	Heavy Vehicle Driver Representative
Apologies	Organisation
Cr Matthew Dickerson	Mayor, Dubbo Regional Council
Cr Mark Johnson	Mayor, Moree Plains Shire Council
Cr Ruth McRae	Mayor, Murrumbidgee Council
Cr Phyllis Miller	Mayor, Forbes Shire Council
Cr Ron Campbell	Mayor, Narrabri Shire Council
Cr Peter Dawson	Councillor, Narrandera Shire Council
Cr Vicki Etheridge	Councillor, Dubbo Regional Council
Cr Chris Roylance	Councillor, Forbes Shire Council
Cr Brian Mattiske	Councillor, Forbes Shire Council
Cr Robert Black	Councillor, Murrumbidgee Council
Cr Kevin Morris	Councillor, Narrandera Shire Council
Nijole Bentley	Director, Department of Infrastructure
Alistair Lunn	Director, Transport for NSW
Roger Bailey	General Manager, Warrumbungle Shire Council
John Scarce	General Manager, Murrumbidgee Council
Stewart Todd	General Manager, Narrabri Shire Council
Ray Smith	General Manager, Bland Shire Council
David Neeves	General Manager, Gilgandra Shire Council
Shane Wilson	Deputy General Manager, Narrandera Council

Apologies	Organisation
Ian Dinham	Director Engineering, Moree Plains Shire Council
Shane Burns	Director Infrastructure, Narrabri Shire Council
Lisa Moon	Treasurer, Newell Highway Promotions Committee
Allan Lawrence	Director Engineering Services, Moree Plains Shire Council
Michael Cain	Roads Services Manager, Narrabri Shire Council
Warren Clarke	CEO, National Roads
Barry Heins	Director Engineering, Narrandera Shire Council
Allan Magill	Vice Chairman, National Roads
Lila Fisher	Project and Development Manager, Moree Plains Shire Council
Mick Savage	Roads and Transport Directorate Manager
Peter Dale	Economic Development Manager, Narrandera Shire Council
Michael Cain	Roads Services Manager, Narrabri Shire Council
Kerrie Murphy	Senior Projects Engineer, Dubbo Regional Council

That the apologies be received and noted.

Moved - Cr Tony Lord

Seconded - John Morris

Carried

2 CONFIRMATION OF MINUTES OF PREVIOUS ANNUAL GENERAL MEETING

Resolution

That the minutes of the last Annual General Meeting held on 9 February 2021 be confirmed as true and accurate.

Moved - Cr Tony Lord

Seconded - Cr Denis Todd

Carried

3. CHAIRMAN'S REPORT

Resolution

That the Chairman's report be confirmed.

Moved - Cr Craig Davies

Seconded - Grant Baker

Carried

Newell Highway Taskforce Committee AGM and Meeting Tuesday 13 September 2022

Agenda

4. ELECTION OF OFFICE BEAERS

Chair - Cr Ken Keith OAM

Deputy Chair - Cr Tony Lord

Secretary - Parkes Shire Council (follows the Chair)

Resolution

That the election of the Office Bearer be confirmed.

Moved - Cr Craig Davies

Seconded - Grant Baker

Carried

5. SETTING OF DATES FOR 2023

Suggested dates were:

Tuesday 14 March 2023 in Narrandera

Tuesday 13 June 2023 in Narrabri including a Strategic Planning session before or after

Tuesday 12 September 2023 in Dubbo

Resolution

1. That the information be received and noted.

Moved - Cr Craig Davies

Seconded - Grant Baker

Carried

The Chair declared the AGM closed at 10.11am

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

That the minutes of the last meeting held on 10 May 2022 be confirmed as true and accurate.

Moved - John Morris

Seconded - Cr Denis Todd

Carried

7. MATTERS ARISING FROM THE MINUTES

The Chair will follow up with Mayor Matthew Dickerson, Dubbo Regional Council regarding the Newell Highway Promotions Committee whereby Mayor Dickerson had previously verbally indicated that Dubbo Regional Council would be happy to get involved.

8. DECLARATIONS OF INTEREST

Nil

9. OUTWARDS CORRESPONDENCE

Executive Summary

The following outwards correspondence relate to the NHTF.

Recommendation

1. That the information be received and noted.

Resolution

1. That the information be received and noted.

Moved - Cr Tony Lord

Seconded - John Morris

Carried

10. INWARDS CORRESPONDENCE

Executive Summary

The following inwards correspondence relate to the NHTF.

Recommendation

1. That the information be received and noted.

Resolution

1. That the information be received and noted.

Moved - Cr Tony Lord

Seconded - John Morris

Carried

11 AGENDA ITEMS

11.1 TRANSPORT FOR NSW PRESENTATION

Executive Summary

Paul Polansky, Senior Manager, Transport Technical Solutions, Transport for NSW gave an update on current projects

1. West Wyalong to Forbes Flood Immunity
 - This project is completing strategic design phase.
 - The project team have met with Councils to collect data and feedback to develop options and a strategic business case for the project.
 - A range of options are being considered to address the flooding issues on this stretch of the highway including road raising and installing new drainage systems
2. Grade separation - Roads of Strategic Importance (ROSI) funding
 - 22 sites in NSW have been identified for investigation into grade separating rail interfaces where the state road network crosses the Inland Rail route.
 - The Federal and State Governments have now committed an extra \$375m to the Inland Rail Grade Separation program (\$562.5m total) allowing for the planning and delivery of as many sites as possible.
 - The first of 4 sites for development are:
 1. Harris Gates (Olympic Hwy near Illabo)
 2. Tichborne (Newell Hwy near Parkes)
 3. Castlereagh Hwy near Curban
 4. Tomingley Road (near Narromine)
 - Planning for the remaining 18 sites has started with strategic investigations occurring to prioritise each site.
 - AECOM has been awarded the contract to develop the concept design for the first 4 projects.
3. Parkes Bypass
 - Construction is well underway on the 6.5km Newell Highway upgrade for the Parkes Bypass
 - Earthworks continue between Condobolin Road & Thomas Street
 - Works are progressing at the Bridge over Rail and Hartigan Avenue, with the Pier Columns at 3 and 5 now poured
 - The final water main package at Thomas Street is underway
 - Electrical relocations at Condobolin Road are ongoing
 - Blasting is expected to be completed late September
 - Next steps: Hartigan Avenue traffic switch onto the new link road
4. Newell Highway Program Alliance
 - The joint NSW and Australian Government funded program will result in about 60 kilometres of new overtaking lanes with a time saving of 33 minutes from the Victorian border to the Queensland border.
 - To date, 23 overtaking lanes have been built with another 10 in construction and 7 in planning.
 - Alleena overtaking lanes will be complete 12 September and Back Creek overtaking lanes by the end of September.
 - Overtaking lanes at Daroobalgie and the first pair of six new overtaking lanes in the Pilliga are now in construction.

5. New Dubbo Bridge
 - Early works commenced this month (August) with the Brisbane Street and Darling Street intersection upgrade
 - The intersection upgrade will involve realigning Darling Street to intersect with Brisbane Street instead of River Street
 - Test piling in the flood plain is also scheduled to start this year
 - The main construction contract will be awarded in October 2022. Construction on main the contract works is planned to commence in early 2023
6. Newell Highway upgrade at Coonabarabran
 - A proposed eight-kilometre bypass to the east of Coonabarabran, will improve connectivity and safety for road users and increase freight efficiency by allowing for high-productivity vehicles such as 36.5-metre B-triples and Type 2 Road Trains.
 - The concept design has been finalised.
 - The detailed design for the Newell Highway Oxley Highway Intersection upgrade has commenced with construction expected to start in 2024.
 - Construction of the full bypass is not currently funded for delivery
7. Newell Highway Upgrade Pilliga Widening Concept Design
 - \$8.8M to develop design concepts for the widening of the Newell Highway through the Pilliga.
 - This project will ultimately reduce travel times, improve journey reliability and improve safety along the Newell Highway for road users.
 - Project design options are being developed to inform a preferred concept design – by November 2022.
 - Following confirmation of the preferred option, the community will be invited to comment on the Concept Design and Review of Environmental Factors (REF) by June 2023.
 - Concept Design work is expected to be completed by early 2024.
8. Newell Highway Heavy Duty Pavement upgrades Narrabri to Moree (Stage 1)
 - Construction commenced on the 18 July with lead contractor Fulton Hogan starting work on the first two sections nearest to Moree in Section 5 and 3
 - The entire project is expected to be completed by early 2026.
 - Initial works include:
 - Compound establishment, weed spraying & vegetation removal and utility works
 - Traffic Impacts
 - Local intersection and lane closures
 - Varying speed restrictions as low as 40km/h during work hours
 - Woolabrar Rest Area just north of Bellata may be closed at times for use as a laydown area - Motorists will be advised to use Tookey Creek Rest Area 3.6 kms north of the Woolabrar Rest Area.
 - With multiple projects along the corridor such as Inland Rail there will be a compounding impact on residents and motorists
 - We will work together to minimise these impacts and communicate traffic delays.
 - For the latest traffic updates visit www.livetraffic.com

9. Heavy Vehicle Rest Areas
- The freight industry is set to benefit from the construction of new heavy vehicle rest areas and existing rest area upgrades along Newell Highway between Narrabri and Moree and around Dubbo.
 - On 27 April 2022, Transport for NSW met with key industry representatives in a targeted Workshop to make sure the designs and proposed locations meet the needs of users.
 - The feedback received was invaluable and on Wednesday 8 June TfNSW presented back to the stakeholders to show how their feedback was incorporated into the revised designs as well as provide an update on the next steps for the Dubbo Rest Area Upgrades.
 - Further one on one meetings with drivers were also undertaken to get a user's perspective on what constitutes a good rest area design
 - Feedback on rest area designs and locations
 - Narrabri to Moree Rest Areas
 - The feedback from the session was very positive with no request changes to the revised concepts for the new heavy vehicle rest stops or Tycannah upgrades.
 - Based on what we have heard, we will now proceed to detailed design and the construction phase.
 - Dubbo Rest Areas
 - Valuable feedback has been received from industry regarding rest area usage and what facilities should be prioritised as specific locations.
 - We will continue to consult and engage with the industry around the Dubbo Rest Area upgrades and will keep you updated on any future developments.

Recommendation

1. That the information be received and noted.

Resolution

1. That the recommendation be adopted.

Moved - John Morris, **Seconded** - Cr Tony Lord

Carried

11.2 DEPARTMENT OF INFRASTRUCTURE, TRANSPORT, REGIONAL DEVELOPMENT, COMMUNICATIONS AND THE ARTS

Executive Summary

James Painting Assistant Director the NSW & ACT Infrastructure Investment, Department of Infrastructure gave an update on current projects.

1. Roads of Strategic Importance (ROSI) Projects

These are the ROSI projects that the Australian Government is co-funding along the Newell Highway. The projects either feed into or are adjacent to the Newell.

- **Tooraweenah Road Upgrade**
 - Coonamble Shire Council is responsible for delivery. Early works have commenced (vegetation clearing) in September 2022. Drainage design and procurement of drainage components are underway.
- **County Boundary Road**
 - Gwydir Shire Council went to tender in mid-2022, but all three tenders were over-budget. Council conducted value engineering on the design, and revisited aspects such as pavement design and shoulder width, and went to tender again in August 2022, with tenders to be submitted in September. The Department expects an update shortly.
- **Entrance to Mugincoble Silos Access Road**
 - Project in planning.
 - The Department has sent comments on the Project Proposal Report (PPR) to Parkes Shire Council and their consultant (Western Project Services), and we are waiting for a response.
- **Peak Hill Road Upgrade – Part 2**
 - Project in planning.
 - The Department has sent comments on the Project Proposal Report (PPR) to Parkes Shire Council and their consultant (Western Project Services), and we are waiting for a response
- **Forbes Iron Bridge Upgrade**
 - Project in planning
 - The Department is working with Transport for NSW (TfNSW) to understand the project scope. We noted that the project is adjacent to a grade separating interface project, and TfNSW is reviewing the scopes of both projects to consider the options.

- Peak Hill Road Upgrade – Part 1
 - Project in planning.
 - Cabonne Shire Council is responsible for delivery.
 - Tenders for design and survey closed in August 2022 and are currently being assessed by Council.
 - It is expected that design and survey will be completed in late 2022, with construction to commence in early 2023.
 - Pilliga Road Upgrade
 - Project is shovel ready
 - Narrabri Shire Council hopes to start construction in October 2022.
 - A request to sign the funding instrument and release the funding has been submitted to the Minister's office for approval.
 - Purlewaugh Road Upgrade
 - Project is under construction
 - Warrumbungle expects Aitken Civil Engineering to complete construction in October 2022.
 - There have been some issues with lime supply, but these appear to be resolved.
 - Upgrades to Hargraves Land and Federation Street (in Gilgandra)
 - Project is in early planning
 - The Department is working with TfNSW to understand the options
 - Warren Road upgrade, Coonamble to Warren
 - Project is in planning.
 - The Department has provided comments on the Project Proposal Report to Coonamble Shire Council, and we are waiting for a resubmission.
2. Budget Update
- The Federal Budget will be handed down on Tuesday 25 October 2022.
 - The Treasurer (the Hon Jim Chalmers MP) and the Minister for Infrastructure, Transport, Regional Development and Local Government (the Hon Catherine King MP) have spoken publicly about the need for 'budget repair' and 'fiscal responsibility'.
 - Projects that were committed by the former Coalition Government in the March 2022-23 budget are under review. Any decisions will be announced in the October budget. This means that the following commitments are under review:
 - \$264 million for the Newell Highway Upgrade — Heavy Duty Pavement Upgrades — North Moree.
 - An additional \$20 million for Toowoomba to Seymour — New South Wales —Future Priorities.

Newell Highway Taskforce Committee AGM and Meeting Tuesday 13 September 2022

Agenda

3. Question from Rod Hannifey (Heavy Vehicle Driver Representative)

- Is there a timeframe for Bellata, realignment and improvement for inland rail? (road crossing over rail)

Rod noted surveyors had been seen on site recently. Also a road safety audit was completed a few years ago, and the findings of this should be taken into account.
 Action - James and Paul (TfNSW) to speak to respective Inland Rail teams to seek an update on this.

Recommendation

1. Seek an update on Bellata rail crossing
2. Invite Derek Tarry (from the Inland Rail team) to future meetings
3. Notify the Minister's Office that the Newell Highway Taskforce Committee would like to arrange a meeting to discuss the importance of the Newell to the regions, and to discuss potential future projects. The Committee will be making contact.

Resolution

1. That the recommendation be adopted.

Moved - John Morris, **Seconded** - Cr Tony Lord

Carried

11.3 NEWELL HIGHWAY PROMOTIONS COMMITTEE UPDATE

Executive Summary

Lisa Moon, Treasurer of the Newell Highway Promotions Committee has given the following update on current projects.

The positions of Chair and Vice Chair (North) remain vacant on the Newell Highway Promotions Committee and unfortunately the Parkes team have not had the resources in 2022 to pursue interest from Council. However, we are still positive there will be a resolution soon. The customer enquiries and requests for brochures continue to be maintained from Parkes.

The financial situation is quite healthy and therefore, the organisation can continue to maintain a presence online and respond to the customer enquiries pending the recruitment of new members.

Recommendation

1. That the information be received and noted.
2. That the Chair follow up with Mayor Matthew Dickerson, Dubbo Regional Council regarding the Newell Highway Promotions Committee whereby Mayor Dickerson had previously verbally indicated that Dubbo Regional Council would be happy to get involved.

Resolution

1. That the recommendation be adopted.

Moved - John Morris,

Seconded - Cr Tony Lord

Carried

Newell Highway Taskforce Committee AGM and Meeting Tuesday 13 September 2022

Agenda

12 GENERAL BUSINESS

The Committee will write to The Hon Sam Farraway MLC, Minister for Regional Transport and Roads and to the NSW Opposition seeking funding for the Newell Highway leading up to the NSW State Elections.

The Committee will write to The Hon Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government seeking the Federal government's commitment to the following along the Newell Highway:

- Intersection at Narrandera with irrigation way
- Coonabarabran bypass
- Dubbo bypass
- Heavy duty pavement continued upgrades
- Forbes/ West Wyalong flood immunity
- Poisoned Waterholes Creek, south of Gillenbah
- Inland rail grade separation continued roll out
- Truck rest stops

John Morris queried when this Committee was formed. It was formed on 6 July 2009.

13 NEXT MEETING

Tuesday 14 March 2023 in Narrandera

Meeting closed at 11.29pm

9.14. Mayoral Minute - Councillors Report - Executive Certificate for Elected Members course

Executive Summary

Councillor Marg Applebee has submitted a report following her successful completion of the Executive Certificate for Elected Members, which is provided by the University of Technology, Sydney in partnership with Local Government NSW.

Recommendation

That Council:

1. Receive and note the report provided by Councillor Marg Applebee following her completion of the Executive Certificate for Elected Members course.

Report

During May and June this year, I was fortunate to attend the University of Technology, Sydney (UTS) and Local Government NSW (LGNSW) to undertake the Executive Certificate for Elected Members.

This certificate, as the name suggests, is specifically targeted at elected members in local government who wish to increase their understanding of local government planning and reporting processes.

The course is designed to equip Councillors with the skills and knowledge needed to execute their role and enable them to be a proactive and effective member of Council. This was also an opportunity to meet with newly appointed local government representatives from across NSW and interact and learn from their experiences.

The course is delivered over four face-to-face days, with additional assessments undertaken.

As Councillors are aware, being a Councillor is a complex job and to do it well, Councillors need a strong understanding of their role and responsibilities together with a sound knowledge of local government planning and reporting processes.

The Executive Certificate for Elected Members course is designed and delivered in partnership with LGNSW and UTS and draws on contemporary research, bringing together experts from a wide range of areas such as communication, financial reporting, and the Code of Conduct.

Parkes Shire Council has a commitment to professional development and I appreciate the opportunity to further my skills in my role as a Parkes Shire Councillor.

I would encourage all Councillors, particularly new Councillors to include this course in their Professional Development Plan.

Attachments

Nil.

10. REPORTS OF COMMITTEES

10.1. Committee Minutes - Parkes Elvis Festival Committee Meeting 10 August 2022

Prepared By:

Director Customer, Corporate Services & Economy

Executive Summary

Meetings of the Elvis Festival Committee were held at the Parkes Shire Council on 29 June 2022. The Minutes are attached for Council's endorsement. Due to the Minutes containing confidential information, they have been distributed to Councillors under separate cover.

Background Information

The Elvis Festival Committee was established as a Section 355 Committee of Parkes Shire Council in pursuance of Council Resolution Number passed on 18 March 2014.

The purpose of the Committee is:

- To be the Peak Organising body for the Parkes Elvis Festival;
- To add value by providing a clear vision for the future of the Festival, explore areas of growth, quality improvement, development and sustainability,
- To oversight the successful staging of the annual Elvis Festival for the community of Parkes
- To review and approve long term strategic plan, annual plan, long term budget
- Oversight the implementation of the annual plan
- Oversight legal contractual arrangements, sponsorship, insurance etc.

Legislative Information

Section 355 of the *Local Government Act 1993*. Delegations pursuant to section 377 are included in the Committee Charter.

Project Delivery Program Implications

ECONOMY+ *Marketing*

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 Aspects

Nil

Recommendation

1. That the Minutes of the Elvis Festival Committee meeting held on 10 August 2022 be noted and the recommendations of the Committee be endorsed by Council.

Attachments

1. Minutes of the Elvis Festival Committee meeting held on 10 August 2022 (*Distributed under separate cover*)

10.2. Committee Minutes - Parkes Floodplain Risk Management Committee Meeting, 11 August 2022

Prepared By:

Andrew Francis

Executive Summary

The Parkes Floodplain Risk Management Committee held their meeting on 11 August 2022. The Minutes of that meeting are attached the information of Council.

Background Information

The Parkes Floodplain Risk Management Committee was established in 2020 to provide advice on the development and implementation of floodplain risk management studies relating to the Parkes Shire, in accordance with the NSW Floodplain Development Manual 2005.

Legislative Information

Local Government Act, 1993.

Project Delivery Program Implications

ENVIRONMENT+ Natural

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

Nil.

Recommendation

1. That the Minutes of the Floodplain Risk Management Committee held on 11 August 2022 be received and any actions endorsed.

Attachments

1. Minutes of the Floodplain Risk Management Committee held on 11 August 2022.



**Parkes Shire Floodplain Risk Management Committee
Minutes of the Parkes Shire Floodplain Risk Management Meeting held on Thursday
11 August 2022 at 2:00pm, at 2 Cecile Street, Parkes.**

PRESENT

Andrew Francis
Craig Ronan - 2:43pm
Cr George Pratt
Cr Marg Applebee
James Buchanan
Kristine Thacker
Robert Haddin

Meeting commenced at 2:09pm

1 APOLOGIES

Sheree Chellas

2 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

That the Minutes of the Parkes Shire Floodplain Risk Management Committee Meeting held on Thursday 12 May 2022, copies of which have been forwarded to Committee members, be confirmed.

Confirmed.

Support for recommendation: Unanimous

Moved: Cr George Pratt Second: Robert Haddin

3 BUSINESS ARISING

Outstanding Actions

Action	Responsible member	Update
Parkes Council secured funding for planning and design projects in Trundle, Cookamidgera, Gunningbland and Bogan Gate	Parkes Shire Council	From the two sessions at each village (Cookamidgera and Bogan Gate), 17 online surveys were returned. 10 from Bogan Gate and 2 from Cookamidgera. There were also GB's of data to accompany those surveys. There were also surveys that were sent back directly to the consulting company, and information dropped in to Council without a survey. Parkes Shire Council (PSC) assets team was sent out for a week and 187 structures were recorded in Bogan Gate, and 50+ in Cookamidgera. The consultants missed the original date in July/August, so are now aiming for end of August/early September - TBC. Procurement has closed for Trundle- engaging a company by the name of HELM. A report will be going to the August Council meeting and the next Parkes Plus meeting to gain approval due to being over budget by roughly \$5000.00 Looking to close out project by March 2023.

4 DECLARATION OF INTERESTS
 Nil.

5 ITEMS OF BUSINESS

- 5.1 Asset team officer that did the initial assessment will organise to meet with Robert Haddin to collect some more detailed information for Cookamidgera. It will then be handed on to a surveying company to collect any data PSC are unable to collect.

Parkes Floodplain Management Committee August 2022

Document Set ID: 1660943
 Version: 1, Version Date: 15/09/2022

Parkes Shire Council
Parkes Shire Floodplain Risk Management Meeting – 11 August 2022

Minutes

6. GENERAL BUSINESS

- 6.1 Cookamidgera needs more sand for their sandbags.
- 6.2 There is a new unit commander for Parkes SES whom Craig Ronan will engage with to have them partake in future Floodplain meetings to be able to give a local perspective.
- 6.3 More rain with the potential to flood in the near future.

Meeting closed at 2:49pm

Parkes Floodplain Management Committee August 2022

Document Set ID: 1660943
Version: 1, Version Date: 15/09/2022

10.3. Committee Minutes - Waste Committee meeting 16 August 2022

Prepared By:

Parkes Shire Council Waste Facilities Committee

Executive Summary

The Parkes Shire Council Waste Facilities Committee was held on 16 August 2022.

Background Information

The Parkes Shire Council Waste Facilities Committee is a committee of Council. The Committee meets as required and its functions are to consider Waste components of council activities

Legislative Information

Legislative Acts or Council Policies that may be referred to in regards to this Committee.

Project Delivery Program Implications

WASTE MANAGEMENT - *Domestic Waste Management*

WASTE MANAGEMENT - *Commercial Waste*

WASTE MANAGEMENT - *Waste Education and Sustainability*

Risk Assessment

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

Budget and Financial Aspects

NA

Recommendation

1. That the Minutes of the Parkes Shire Council Waste Facilities Committee held on 16 August 2022 be adopted and note any actions from the minutes.

Attachments

1. That the Minutes of the Parkes Shire Council Waste Facilities Committee held on 16 August 2022 be adopted and note any actions from the Minutes.



PARKES SHIRE COUNCIL

Our Mission: To Deliver Progress and Value to our Community

WASTE FACILITIES COMMITTEE MEETING

Our Communities Vision:

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

Minutes

TUESDAY 16 AUG 2022

GENERAL MANAGER: Kent Boyd

1. Welcome

Mayor KJ Keith,
Councillor KM McGrath,
Councillor GW Pratt,
Councillor LA O'Leary (enter 8:36am)
Councillor ME Applebee
Councillor GS Wilson (enter 8:36am)

IN ATTENDANCE

GM Kent Boyd
Director Planning and Community Services - B Hayes
Environmental Waste Lead - P Parmar (Raj)
Chief Financial Officer - J Barnard

MEETING COMENCEMENT

The meeting commenced at 8:30am.

Apologies

Councillor Daniel Weber

2. Confirmation of Previous Meeting

Recommendation

That the Minutes of the Waste Committee Meeting of Parkes Shire Council held on Tuesday 17 MAY 2022, copies of which have been forwarded to Councillors, be confirmed.

Moved Councillor McGrath, seconded Councillor Applebee.

CARRIED

3. Declaration of Interest

None

4. Agenda Items

4.1 EPA Annual Return Follow Up (2020-21) - Construction of New Dam within next 3 - 5 months

Council has received the Advisory Letter Annual Return 101891 on Parkes Waste Facility – EPL 6016 on 06 May 2022 with a request to comply the licence condition requirements

Recommendation:

- That Council completes the construction of Leachate Dam as required for the special conditions of its EPA licence.
- Moved Councillor McGrath, seconded by Councillor Applebee

4.2 EPL 6016 Licence Variation completed on 15.07.2022 to accept the diesel contaminated soil from the incident at Brolgan Rd

Pacific National's incident responder requested council (29.06.2022) to store or dispose diesel contaminated soil from the incident that occurred around 28 June 2022. Council has now received the varied licence EPL 6016 (18 July 2022) that allows council to accept and store the diesel contaminated soil from the Pacific National Train Incident.

Recommendation:

- That Council notes the variation and Pacific National be charged for full cost recovery for the receipt and on-site processing.
- Moved Councillor KJ Keith, seconded by Councillor McGrath

4.3 Local Land Services Inspection at Tip under Bio Security Act 2015

Local Land services Biosecurity Officer audited the Parkes Waste Facility and all rural tips under the requirements of Biosecurity Act 2015. Parkes, Peak Hill, and Alectown facilities have been identified as Low risk with accessibility, waste management and condition of fencing. Medium and/to High-risk facilities have been identified as Tullamore, Trundle, Bogan Gate and Gunningbland. This is assessed on the condition of fencing and upgrades will be required.

Recommendation:

- That Council seek funding opportunities for upgrades at rural waste facilities.
- Moved Councillor Pratt, seconded by Councillor McGrath

5. Closed Committee

5.1 Natural Soil or Cleanfill Costing at Parkes Waste Facility 2022/23

The committee was provided advice regarding the extent of waste received at the facility. The three major categories are Construction and Demolition Waste, Domestic Waste, Commercial and Industrial Waste.

Overall the Cleanfill or Natural Soil (VENM or ENM) quantities are the the major waste source being disposed at the facility. Around 13,000-15,000 tonnes of cleanfill is disposed at the tip on annual basis. Councils Waste Lead indicated the ongoing major project works across Parkes (SAP Project and other council major operation projects), Council is expecting the volume of cleanfill quantity to rise by at least 5,000T. Staff have recommended that a tonnage fee is appropriate to manage this substantial waste stream.

A Cost-Benefit Analysis provided information on type of work and costing categories involved in managing the cleanfill at the Parkes Waste Facility :

Cost - Benefit Analysis	Type of Cost	Categories and type of work involved in managing cleanfill at the Parkes Waste Facility
Cost	Direct Cost	Stockpile/ storage area, management of cleanfill, daily covering, managing surface run-off maintenance, labour cost
	Indirect Cost	Weighbridge transaction, operators, record management, Customer request management (bulk quantity disposal only)
	Tangible Cost	Monitoring of site, ongoing maintenance of the road to access the building and demolition waste area, EPL licence management, Life of the landfill cell
	Intangible cost	False reporting by residents/businesses on type of waste (claiming cleanfill instead of contaminated waste) to avoid fee that can impact ground water quality in long-term
Benefit	Benefit	Soil available free of cost for the daily covering of the waste and managing the facility

Recommendation:

- That Council will further investigate and look for more opportunities relating to the issue of clean fill at the waste facility and will present to the committee at next meeting.

Moved Councillor McGrath, seconded Councillor Wilson

5.2 Kerbside Bin collection contract review on waste contamination and feasibility of bio-bags

Under the current NetWaste Education Program and Kerbside Waste Collection Contract, Council in conjunction with other surrounding council has opted for no bin bags (including compostable and biodegradable bags) for the FOGO bin. The FOGO waste goes to ANL facility in Blayney for reprocessing and is converted into the compost.

The major challenge that council has identified in rolling out a bio-bags is the contamination of the FOGO bin limiting resident bins being collected or/and non-acceptance of the food and garden organics truck at the ANL Facility, waste operational cost and other intangible costs.

Recommendation:

- That Council maintains its support for the existing FOGO bin collection service and note restrictions regarding the use of caddie liners.
- Moved Councillor Applebee, seconded by Councillor McGrath

6. General Business

6.1 Waste Disposal Vouchers 2022-23

Waste vouchers were sent in conjunction to the Rates Notice for Parkes and Peak Hill resident only (NSW 2870 and NSW 2869). Similar to last year, residents will receive two vouchers per household assessment and more that 7000 properties will be eligible to take the benefit of this service.

Recommendation:

That the information be received and noted

- Moved Councillor Wilson, seconded by Councillor McGrath

6.2 Kerbside Household Clean Up (5 -19 September)

Council has confirmed the **Bulky Waste Household Clean Up 2022-23** dates from 5- 16 September 2022. Flyers will be posted to the resident at least 2 weeks prior to the collection by JR Richards team (via post). Council will start advertisement at least 5 weeks prior to the event on council social media page.

Under the current contract conditions and unavailability of additional vehicle, from contractor, the green waste collection is limited as a part of bulky waste collection.

A separate Pantech truck is booked for mattress collection. Council looks forward to recycling 100% of mattresses that are collected during this event.

Recommendation:

That the information be received and noted.

- Moved Mayor Keith , seconded by Councillor O'Leary

6.3 Purple or Unique Colour Bin Replacement Project for the Shire

Council has requested a unique color bin for the parks and gardens including ovals. This color bin will also be used for the events within the shire.

The unique color bin will enhance the waste collection performance by providing consistency for the waste operation team. In addition, it will minimize number of bins being getting stolen from the Parkes and Garden within the shire. All these bins will be collected by the garbage/waste truck in future. These bins are limited to the public places/amenities only and not be used for the domestic waste purposes.

Recommendations

- That the information be received and noted
- Moved Councillor O'Leary, seconded by Mayor Keith

7. Next Meeting Date

Next meeting date is to be decided by DP and CS and the Chair of Waste Committee (Councillor George Pratt).

8. Closure

The meeting closed at 10:00am.

10.4. Committee Minutes - Community Financial Assistance Panel, 06 September 2022

Prepared By:

Governance, Audit and Risk Lead

Executive Summary

The Community Financial Assistance Program Evaluation Panel ("the Panel") met on 06 September 2022 to assess the applications received in Round 1 of the 2022/2023 Program. This report recommends that Parkes Shire Council ("Council") receive the Minutes of that meeting, appended at *Attachment 1*, and approve the provision of financial assistance as recommended by the Panel.

Background Information

The Parkes Shire Community Financial Assistance Program ("CFAP") was established to assist Council in providing a fair, equitable and transparent process for the distribution of public money, or in-kind assistance under [Section 356 Local Government Act, 1993](#) to local community groups and organisations in the Parkes Shire. This assistance is limited to not for profit organisations who demonstrate local membership or participation and/or are undertaking a project or provide a service demonstrating significant local benefits. Along with the Community Financial Assistance Policy, an assessment matrix or scorecard was developed to assist in maintaining consistency when assessing and scoring applications.

Legislative Information

[Local Government Act 1993, Section 356 - Can a council financially assist others?](#)

Project Delivery Program 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 Aspects

In its current 2022/23 Operational Plan and Budget, Council allocated \$17,993.00 for delivery of the CFAP. Any funds remaining from this Round will be carried over to the next Round scheduled for April/May 2023.

As detailed in the Minutes, the Panel has recommended the provision of \$11,924.20 in financial assistance to the following organisations:

Organisation/Group	Activity	Amount
Currajong Disability Services	Pension Rebate on Group home support accommodation and offices	\$5,192.46
Parkes Masonic Temple	Pension Rebate on property	\$1,763.74
Frazer Court Committee	Pension rebate on property	\$425.00
Country Women's Association - Trundle	Waiving Charges for property	\$431.00
Bogan Gate Memorial Hall Inc.	Waiving Charges for property	\$531.00
Peak Hill Men's Shed	Pension Rebate on property	\$425.00
Southern Cross Community Centre Peak Hill	Water Charges for property	\$185.00
Kooringle Fundraisers Incorporated	Pension Rebate and Water Charges on property	\$771.00
CanAssist Parkes Branch	Fundraising for cancer patients within the Shire	\$1,000.00
Central West Astronomical Society	2022 Annual Astrofest	\$500.00
Para Marcia - Koinonia Church Peak Hill	Installation of Electricity to Kinonia Weberek base, East Timor-Leste	*\$700.00
TOTAL		\$11,924.20

* The requested amount was \$475.00US. Conversion to Australian dollars on 06 September 2022 was \$697.03. Contribution has been set at \$700.00 to allow for fluctuations in currency rate.

Recommendation

That Council:

1. Receive the Minutes of the Community Financial Assistance Panel meeting held 06 September 2022, appended at *Attachment 1* to this report.
2. Approve the provision of financial assistance to the following recipients, as recommended by the Community Financial Assistance Panel:

Organisation/Group	Activity	Amount
Currajong Disability Services	Pension Rebate on Group home support accommodation and offices	\$5,192.46
Parkes Masonic Temple	Pension Rebate on property	\$1,763.74
Frazer Court Committee	Pension rebate on property	\$425.00
Country Women's Association - Trundle	Waiving Charges for property	\$431.00
Bogan Gate Memorial Hall Inc.	Waiving Charges for property	\$531.00
Peak Hill Men's Shed	Pension Rebate on property	\$425.00
Southern Cross Community Centre Peak Hill	Water Charges for property	\$185.00
Kooringle Fundraisers Incorporated	Pension Rebate and Water Charges on property	\$771.00
CanAssist Parkes Branch	Fundraising for cancer patients within the Shire	\$1,000.00
Central West Astronomical Society	2022 Annual Astrofest	\$500.00
Para Marcia - Koinonia Church Peak Hill	Installation of Electricity to Kinonia Weberek base, East Timor-Leste	\$700.00
TOTAL		\$11,924.20

3. Provide public notice of its intention to provide financial assistance to the abovementioned organisations.
4. Subject to no formal submissions being received, approve the financial assistance from the Parkes Shire Council Section 356 Appeals and Donations budget.

Attachments

1. Minutes of Community Financial Assistance Panel Meeting held 06 September 2022.



PARKES SHIRE COUNCIL

Our Mission: To Deliver Progress and Value to our Community

COMMUNITY FINANCIAL ASSISTANCE PROGRAM (CFAP)

EVALUATION PANEL ROUND 1 - 2022/2023

Minutes of the meeting of the Evaluation Panel held on Tuesday 6 September 2022 at 10.00am in the Committee Room at the Parkes Shire Council Offices, 2 Cecile Street Parkes for the purpose of considering application under the Parkes Shire Council Community Financial Assistance Program.

GENERAL MANAGER:Kent Boyd

Community Financial Assistance Program - Evaluation Panel

Minutes of the Community Financial Assistance Program Evaluation Panel Meeting held in the Committee room at 10.00am Tuesday 06 September 2022.

The Evaluation Panel was established to assess Community Financial Assistance applications in accordance with the Community Financial Assistance Policy (Policy). An Assessment Scorecard was also developed to assist the assessment of applications based on

Incorporated not for profit
Community Group auspiced by NFP
Individual
Previous assistance from Council
Completed by Application cut-off date
Not eligible to apply for other Council grant assistance

Assessment Criteria

Degree of benefit to the community aligned with the Community Strategic Plan
Amount of resident participation
Level of Consultation and/or collaboration with other local groups
Organisational capacity to deliver the program or project

PRESENT

Deputy Mayor Councillor Neil Westcott (Chair)
Councillor Jacob Cass

Together with:
Director Customer, Corporate Services and Economic Development - Cian Middleton
Governance, Audit & Risk Lead - Shona Henry

MEETING COMMENCEMENT

Meeting commenced at 10.00am.

1 APOLOGIES

Councillor Bill Jayet (Personal matter)

2 DECLARATIONS OF INTEREST

Cr Jacob Cass - Non-pecuniary non-significant interest in regard to applications No.2 and No.10 and will remain in the meeting.

3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

The Evaluation Panel last met on 10 May 2022 to consider applications in Round 2 of the 2021/2022 Community Financial Assistance Program.

The Panel's recommendations were tabled at Council meeting of 17 May 2022 and adopted.

Funds were distributed to the following organisations

Organisation/Group Activity Amount

Naidoc School Initiatives Schools program \$450.00

Country Women's Association -Oxley group Junior Public Speaking Competition \$300.00

Bogan Gate Community Memorial Hall Bogan Gate 125th Anniversary Celebrations \$1,000.00

TOTAL \$1,750.00

Consensus of the Committee that the information be noted.

CARRIED

4 APPLICATIONS

4.1 Round 1 Community Financial Assistance Program 2022/2023

Executive Summary

12 applications were received under Round 1 of the 2022/2023 Community Financial Assistance Grants Program. 9 organisations are seeking a reduction of fees and charges on their properties within the Shire, and 3 organisations or community groups are seeking financial assistance towards an event or project.

The Evaluation Panel was established to assess the applications in accordance with the Community Financial Assistance Policy (Policy).

An Assessment Scorecard was developed to assist the assessment of applications based on

- Incorporated not for profit
- Community Group auspiced by NFP
- Individual
- Previous assistance from Council
- Completed by Application cut-off date
- Not eligible to apply for other Council grant assistance

Assessment Criteria

- Degree of benefit to the community aligned with the community plan
- Amount of resident participation
- Level of Consultation and/or collaboration with other local groups
- Organisational capacity to deliver the program or project

A summary of the applications is provided although the complete applications are attached for your information.

The budget for the 2022/2023 Financial year is \$17,993.

Applications, along with a score matrix were provided for consideration by the Panel.

Recommendation by Evaluation Panel

1. It was the consensus of the Panel that the following recommendation for Sec.356 donations under Round 1 of the Community Financial Assistance Program 2022/2023 totalling \$11,699.20 be tabled at the next meeting of Council for endorsement.

Organisation/Group	Activity	Amount
Currajong Disability Services	Pension Rebate on Group home support accommodation and offices	\$5,192.46
Parkes Masonic Temple	Pension Rebate on property	\$1,763.74
Frazer Court Committee	Pension rebate on property	\$425.00
Country Women's Association - Trundle	Waiving Charges for property	\$431.00
Bogan Gate Memorial Hall Inc.	Waiving Charges for property	\$531.00
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CanAssist Parkes Branch	Fundraising for cancer patients within the Shire	\$1,000.00
Central West Astronomical Society	2022 Annual Astrofest	\$500.00
Para Marcia - Koinonia Church Peak Hill	Installation of Electricity to Kinonia Weberek base, East Timor-Leste	*\$700.00
TOTAL		\$

** The requested amount was \$475.00US. Conversion to Australian dollars on 06.09.2022 was \$697.03. Contribution set at \$700.00 to allow for fluctuations in currency rate.*

CARRIED

6 GENERAL BUSINESS

Nil.

7 NEXT MEETING DATE

Applications for Round 2 of the 2022-2023 Community Financial Assistance Program will be called in March 2023. A meeting date will be set closer to that time.

There being no further business the meeting closed at 10.45am.

10.5. Committee Minutes - Parkes Sports Council Meeting 13 September 2022

Prepared By:

Anthony McGrath, Secretary of the Parkes Sports Council.

Executive Summary

This report recommends that Council receive and note the Minutes of the Parkes Sports Council Committee Meeting held on 9 August 2022, which includes the Parkes Masters Games Sub-Committee Minutes, 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: 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 13 September 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 13 September 2022.

13 Sept 2022 Sports Council Minutes

Tuesday, 13 September 2022 7:43 PM

Meeting Structure

Meeting Purpose

To consider the items on the Agenda and provide recommendations to Council for decision-making.

Chair

Chairperson as elected, or Vice Chairperson in their absence. If either away then elected from the floor at the meeting.

Invited Attendees

Each affiliated sporting group (2), Sports Council Executive (Al Gersbach, Anthony McGrath & Luke Nash), Councilor representatives (Mayor Ken Keith, Cr Louise O'Leary & Cr Jacob Cass), Community Representatives (Michael Greenwood & Gail Bartley).

Minutes

Secretary of the Parkes Sports Council.

Context

The Parkes Sports Council engages with the sporting groups in the Shire on the use and development of sports fields and facilities. Fees raised from member groups are used to subsidise the cost of maintenance of grounds and plant replacement. Council has three nominated representatives on the Sports Council including Cr O'Leary, Keith and Cass. The group also facilitates the Ron Harrison Bursary, Life Member Honour Board, Parkes Shire Sports Awards, the Legends of Sport and the Northparkes/Parkes Shire Council Sports Grants scheme.

Outcomes

Information and Action plan in report to the next Council Meeting.

Meeting Formalities

Chairperson

Al Gersbach

Commencement and Location

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

Welcome

Chair Al Gersbach

Attendance

Alan Gersbach (Chair), Anthony McGrath (Secretary), Andrew Thomas (Junior League), Al Ryan (Rugby), Wayne Osbourne (Soccer), Leanne Arndell (Tennis), Greg Morrissey (Cricket), Jim Daley (Hockey), Michael Greenwood (Community Representative), Rachael Rice (Touch), Erica McNaughton (Netball), Peter Bristol (Golf)

Online

Gail Richardson (Community Representative), Kerrie Edwards (Little As & Peak Hill Soccer), Graeme Bayliss (cricket), Allan Ryan (Rugby)

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

Apologies

Luke Nash (Treasurer), Car Louise O'Leary (Peak Hill), Bill & Beth Thomas (Dragon Boating & Croquet), Jay Cross, Mayor Ken Keith, Scott Knights (Cricket)

PREVIOUS Minutes.

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

Next Meeting Date

11 October 2022

Meeting Close

The meeting closed at 9:13pm.

Meeting Minutes

Notable Sporting Performances

Golf

- Aaron Wilkie won club championships and selected in Lachlan team to play in country championships

Hockey

- Masters Ladies were western champions.
- Will Seal & Taylor Dobel selected in the Australian country squad

Junior League.

- 5 teams participated in grand finals
- U11 LT Minor and major and grand final winners
- U12 blues, minor and major final play-off
- U12 white's minor major and grand final winners (minor premiers and undefeated season)
- U14s LT blues minor and major play-offs
- U14s LT whites minor and major and grand final winners
- U14s boys minor and major in grand final winners
- U16s boys minor and major play-offs
- U17 LT Minor and major and grand final winners (minor premiers undefeated season)

Netball

- U17's reached to top 5 at the state championships.

League

- Group XI side includes India Draper,

Tennis

- Parkes Public runner up in PSSA tennis championships.

Soccer

- Cobras to play the final this week for a place in the Grand Final

Little As

- Kelli Edwards awarded a volunteer award

Rugby

- Men's firsts, second and women's made the semi-finals with the first taking out the premiership - 3rd in a row
- Luke Bevan awarded player of the grand final
- Four players have now played in all 4 grand final wins - Rory Nock, Toby Baigent, Ben & Dan Ryan
- Khan Jackson made the state PSSA rugby team, as well as a number of other state teams in other sports.
- Dan Ryan picked in the NSW Country side to play in Adelaide national competition.

Cricket

- Maddie Spence & Nina Richardson-Bartley made western combined high school girls cricket team to play at Kingscliff at CHS state carnival
- Maddie Spence & Ellen Dobel made Country NSW U16 women's side

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	6	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	7	Parker-Stone light out on North West end. Geoff to investigate next week. Works to be scheduled when fields become accessible for contractor.	Geoff
8/3/2022	8	Request that Council staff provide a report back to the Sports Council on the condition of Cheney Park and the proposed remedy	Anthony

Discussion

8 - update provide by Ben Howard - See General Business

Correspondence

The following items of correspondence was received or sent

1. Email notice of meeting sent to groups
2. Email from Bob Aitken praising the efforts of the sports council and the Annual Report.

Action

1,2 For information

Sports Projects Update

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

- Touch will be played at Harrison again this year
- Blackout planned at Northparkes which may affect League matches on Sunday
- Kangaroo Courts to inspect netball courts
- Touch NSW primary schools gala day at McGlynn and Cheney going ahead
- New goal posts purchased for Spicer Oval and will be installed when the field dries out.
- Spicer Rugby Field will be moved 4 meters closer to the grandstand.

Around the Grounds

Rugby (Allan Ryan)

- Spicer building works complete - defects being rectified. Carpark works commenced

- Presentation night to be held
- 7's event planning for 18 February
- No longer planning to apply for the NSW country championships in 2022. Will reconsider for 2023

Junior Cricket (Gail Richardson)

- Junior cricket held AGM - Cameron Rosser president
- Junior competition starting 20 October and running until December under a new program
- Online scoring now available.
- Western zone planning training and matches with U19 & u16s this weekend.

Little As (Kerrie Edwards)

- Zone carnival to be held in November
- Started with a 'come and try' nights with 40 new recruits already
- Starts after school holidays

Peak Hill (Kerrie Edwards)

- come a try a sport day for juniors. ACTION: Request that the netball courts be marked out at Lindner Oval.
- Thanks for getting athletics field marked out.

Senior Cricket (Graeme Bayliss)

- AGM held with Scott Knights president
- Looking to hold both A and B grade competition with regional sides participating
- Trial match on 9 October in Dubbo

Soccer (Wayne Osbourne)

- Rescheduled grand finals this weekend
- Request that the longer grass be cut on 2 main fields on Harrison for grand finals. ACTION: Geoff to arrange for light mowing of Harrison soccer fields ahead of grand finals.

Tennis (Leanne Arndell)

- NSW leg of Australian Rafa Nadal Tour qualifying event in Parkes Sept 23-26 and running alongside is Services Club Junior Open.
- NSW Roche Race to Sydney event held last weekend.
- 3 volunteers have completed the painting of the clubhouse and bathrooms and replaced internal lighting and toilet cisterns after request for assistance from PSC was denied.
- PA system has been upgraded to zoned system with all new internal and external speakers to run premier events.
- Need for wi-fi to Tennis centre to run events, operate cashless canteen and Bluetooth mics.
- Request Sports Council assistance here please. What do other sporting clubs do? Do any have wi-fi?
- Waiting for Tennis Court Contractors to return to address ripples in courts 1-4. Date was mid-August but nothing to date. ACTION: Geoff to check with project manager and advise when contractors will return to tennis club works.
- Court 5 light post has been hit by most likely truck/tractor by contractor and concrete base has broken away leaving a hole 3inches x 6inches. Appreciate someone coming to check this out as safety concern. ACTION: Geoff to investigate damage to light pole on tennis Court 5 and report incident.

Touch (Rachael Rice)

- AGM held with Chris Reynolds elected president
- Playing season at Harrison park- concerned about needing to cross the road. Would like to see what other options there are available. Would prefer 6 fields at Parker-Stone. Consider use of full Harrison - Parkes Soccer willing to accommodate use of their canteen and PA system. ACTION: Touch to discuss option to use all of Harrison with more fields marked out with Geoff.

League (Michael Greenwood)

- Season completed with presentation night

Netball (Erica McNaughton)

- AGM held with Renee Neville elected president
- Twilight competition started
- Annual carnival to be held in May 2023
- Rep try outs held for next year teams with 5 teams participating in events
- Request that 4 grass courts be marked out with posts. ACTION: Geoff to discuss options with Netball

Junior League (Andy Thomas)

- Presentation night to be held this weekend
- Thanked council for work done in presentation of Pioneer for Lachlan semi-finals
- Meeting with Phil Donato on the grandstand project
- Matches this weekend require Melbourne cup presentation and access to Northparkes changerooms. ACTION: Geoff to ensure full field marking is done and Northparkes keys are available.

Hockey (Jim Daley)

- Season finished and successful presentation held
- Turf being cleaned by company who sold the machine to Hockey
- Women's half state carnival in July 2023 depending on fields
- Request some artificial turf be put down on wet areas. ACTION: Geoff to investigate.

Golf (Peter Bristol)

- Parkes Open starts this weekend
- Realignment of the course project to commence in mid-October.

Financial Report - Operational and Capital Works Projects

Report was not available for this meeting.

General Business**Field Lighting**

Jim request that an audit of the lights and light poles be conducted in February. ACTION: Geoff will investigate for a contractor to conduct the review.

Major Sports Projects Update

Ben Howard provided the following information on the Cheney Park drainage issue, Stephen Davies Field reconstruction and Spicer Oval Amenities:

- **Cheney Park Drainage:**
 - Drainage extension works have been scoped and project cost estimates developed - project based on stage 1 equate to approx. \$760,000 (plan attached for information - area in yellow is proposed work area)
 - Council resolved to progress with this as priority project for inclusion into Stronger Country Communities Fund (SCCF) with grant application currently being developed
 - If successful, the project will commence prior to Christmas to align with reconstruction works on Stephen Davies Field
- **Stephen Davies Field Reconstruction:**
 - Tenders have closed for the project
 - Report being presented to Council Meeting scheduled for Tuesday 20 Sept
 - Program for commencement which was included in the tender documents was that the project must commence directly after the Hockey One game scheduled for 12 November 2022

- Lighting Project is being ran separately to field construction and tenders have closed and currently being assessed. Anticipating on awarding this by end of this week.
- **Spicer Oval Amenities Construction:**
 - Amenities construction is completed with the project team closing out minor defects with the contractor.
 - Car park works have been delayed due to availability of sub-contractors and Council currently looking at undertaking some of these works in house however will affect other programs
 - Occupation approval will be provided once conditions have been satisfactorily completed such as parking, pedestrian access etc
 - Completion of car park and gran acquittal targeting mid October 2022

Meeting Actions

14/09/2022	1	Arrange for light mowing of Harrison soccer fields ahead of grand finals.	Geoff Finn
14/09/2022	2	Investigate damage to light pole on tennis Court 5 and report incident.	Geoff Finn
14/09/2022	3	Check with project manager and advise Parkes Tennis when contractors will return to tennis club works.	Geoff Finn
14/09/2022	4	Touch to discuss option to use all of Harrison with more fields marked out with Geoff, Tim and Parkes Soccer.	Geoff Finn
14/09/2022	5	Investigate need for 4 additional grass netball courts for use when synthetic courts are too wet.	Geoff Finn
14/09/2022	6	Request that the netball courts be marked out at Lindner Oval for Peak Hill sports day.	Geoff Finn
14/09/2022	7	Request that a contractor be engaged to conduct a review of sports field lighting and audit the facilitates installed, including light fixtures, poles, etc.	Geoff Finn

13 Sept 2022 Masters Games Sub-Committee Minutes

Tuesday, 13 September 2022

6:30 PM

The Masters Games Sub-Committee meeting held online and in person at the Parkes Shire Council Committee Room on 13 September 2022 commenced at 6:35pm

Present

Anthony McGrath (Sports Council), Al Gersbach (Sports Council), Anita Beddowes (Croquet), Rachael Rice (Touch), Peter Bristol (Golf), Andrew Daly (Hockey)

Online

Cr Louise O'Leary,

Apologies

Jay Kross (Squash), Paul Lewin (Bowls), Geoff Rice (Swimming),

Background and Decisions to Date

Information on the Barellan and Lismore masters games (links below).

- [Barellan Welcomes You... It's Never Too Late to Participate! Always Last Weekend in February - Home \(barellanmastersgames.com.au\)](#)
- [Lismore - MASTERS GAMES - Lismore & Nimbin Tourism LISMORE MASTERS GAMES](#)

Sports committed

The following sports have committed to be a part of 2023 Masters

Tennis, golf, touch, squash, croquet, hockey, dragon boating, swimming and bowls

Events

The program of sports events is as follows

Sport	Contact	Events	Teams	Players	Friday	Saturday	Sunday	Sport Fee
Squash	Jay Kross	Hopman Cup Style	25	75		X		
Tennis	Helen Magill	Doubles?						\$25?
Golf	Jacob O'Brien Peter Bristol	Stableford		144	X			
Bowls	Paul Lewis	4s	56	224		X	X	
Hockey	Jim Daley	Masters	24	360		X		
Croquet	Beth Thomas	O35s Mixed	10	80	9am-5pm			\$10
Dragon Boating	Bill Thomas	2km Turn 200m Sprints	12	300			8am-5pm	\$25
Touch	Rachael Rice	O35's Mixed O45's Mixed	10 10	280		9am-4pm	9:30am - 12:30pm	\$50
Swimming	Geoff Rice	Races + Relay		75		4pm - 7pm		

Schedule of social events and functions

Suggested social events discussed and updated were as follows

- Welcome event at the Golf Club on Friday
 - Ambassadors for the event are used at other games and sports are asked approach their own ambassadors
 - Michael Greenwood or Bob Aitken as MC for the event
 - Involve 'local legends' e.g. John Van der Ryden, Noel Johnstone
- Closing ceremony on Sunday
 - Last event finish by 3pm?
 - Suggest medal presentation
 - Suggest at Cook Park Pavilion
 - Suggest breakfast on Sunday morning

Date

The date will be 24 - 26 March 2023.

Fees and Fundraising

\$25 per person plus sport fee. Merchandising to be discussed at a later meeting.

Name of the Event

Parkes Masters Games

"You're never too old to win gold"

Meeting Notes 13 September 2022

Updates (Newsletters) 3

Grant Funding

NorthParkes/PSC Sporting Grants

Grant applications are being accepted and close 30.09.2022.

I will submit an application on behalf of our Committee to support participation

Any suggestions on amount of funding?

Lismore Masters Games

I have not pursued Lismore Council, due to the ongoing flood issues

Parkes Shire Council Events team meeting

I met with the PSC Events team last week

They agreed that the Parkes Masters Games concept is good and has potential to grow into a regular annual sporting event. However, they currently have increased work load (with limited Staff), with 2 major events to deliver (ABBA/Elvis) along with 10 additional community events that have received funding through NSW Government before March 2023.

They wanted to know what support our Parkes Masters Games needed from Council?

They advised that events held in March also loose December/January due to Christmas/New Year holidays.

Further discussion regarding Public Liability will need to be investigated.

They have suggested:

1. That we form a Committee (Pres/Sec/Treas) and continue with our planned event in March 2023, along similar lines to Barellan's Master Games, with a central website and booking system. We may need to open a bank account - unsure it's this could be directed through the Sports Council? As we have so far planned, each Sporting group will run and coordinate their own events., The events team have offered some initial support with marketing, but there has been NO budget/funding put aside from Council for this.

Or

1. We reconsider the event date in March, to another later date in 2023. This would allow the PSC Events team more flexibility to assist with coordinating the event.

Committee agreed to continue planning for an event in March.

Logo Design

Beth advised that Jac Clark could design a logo for \$575. Kate Rice could also do a design for around \$300. Both are local and are willing to assist. Al Gersbach moved that we ask Kate Rice to start working on the logo. Seconded by Jim Daley. Carried.

Grant Application

Items to be included in a grant application are tear drop signs, medals, participation package.

Meeting closed at 7:30pm.

Action List

Louise to approach Lions club for catering of the Sunday breakfast
Anthony to upgrade forms for sponsors
Committee to finalise Budget
Form a committee with a bank account to be opened.
Louise to send out nomination requests for committee executive membership
Anthony will approach Council comms team for assistance with web site.
Louise to check with Tennis regarding the event they plan to run.
Sports to check on an alternative date as a contingency plan
Louise to approach Barellan for documents they use to run their event.
Louise to ask Lisa about accommodation and availability of beds
Rachel to contact Kate regarding work on the logo.

11. REPORTS OF THE GENERAL MANAGER

11.1. (GM) Investments and Borrowings as at 31 August 2022

Prepared By:

Chief Financial Officer

Executive Summary

The carrying value of Council's cash and investments at 31 August 2022 was \$37,613,536.00 and the principal outstanding on Council's borrowings was \$17,912,035.

Background Information

In accordance with Clause 212 of the *Local Government (General) Regulation 2021*, 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 2021 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

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: 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

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

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

Opening Balance as at 1 August 2022	\$ 36,901,405
Net - Cash, Grants Received & Investments Redeemed	\$ 712,131
Closing Balance as at 31 August 2022	\$ 37,613,536

Currently, pre-paid grants total \$10.73m. 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 August 2022 were as follows:

Opening Balance as at 1 July 2022	\$ 18,164,037
<u>Plus</u> , New Borrowings Drawn down - July to August 2022	\$
<u>Less</u> , Borrowing Repayments - July to August 2022	(\$ 252,002)
Closing Balance as at 31 August 2022	\$ 17,912,035

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 August 2022					
ADI	Investment Type	Face Value (Including FV Adj)	Settlement Date	Maturity Date	Interest Rate
Westpac - Maxi	At Call Cash	5,115,000	At Call	At Call	0.01%
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	503,230	16/08/2018	16/08/2023	1.93%
CBA	Floating Rate Note	998,276	10/08/2022	18/08/2025	4.20%
BOQ	Floating Rate Note	2,002,820	21/04/2022	29/10/2025	1.81%
CBA	Floating Rate Note	1,494,210	11/01/2022	14/01/2027	1.03%
Investments - Term Deposits		27,500,000			
Investments - Floating Rate Notes		4,998,536			
Investments - Cash At Call		5,115,000			
Total Investments & Floating Rate Notes		37,613,536			

Loan Movements 2022-23								
Borrower (by Purpose)	Lender	System Loan No.	Loan Term Years	Date of Maturity	Interest Rate	Original Amount Borrowed \$	Principal Repaid as at 31 August 2022	Principal Outstanding as at 31 August 2022
General Fund								
Airport Runway Rehabilitation	NAB	1	20	2030	8.21%	\$ 2,000,000	\$ 54,342	1,132,557.52
30 Welcome Street	NAB	3	20	2030	8.21%	\$ 500,000	\$ 13,586	283,139.38
Henry Parkes Centre	NAB	4	20	2030	8.01%	\$ 950,000	\$ -	559,595.13
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	\$ -	252,248.25
Community Infrastructure, Drainage	TCorp	10	10	2026	3.485%	\$ 2,220,000	\$ -	2,220,000.00
Transport Infrastructure	TCorp	11	10	2028	3.670%	\$ 3,000,000	\$ -	3,000,000.00
Total General Fund						\$ 12,370,000	\$ 67,928	7,447,540.28
Sewer Fund								
Parkes Sewer Treatment Plant	TCorp	7	10	2026	2.90	\$ 4,000,000	\$ -	4,000,000.00
Total Sewer Fund						\$ 4,000,000	\$ -	4,000,000.00
Water Fund								
Parkes Water Treatment Plant	TCorp	9	20	2036	3.045	\$ 8,500,000	\$ 184,074	6,464,494.98
Total Water Fund						\$ 8,500,000	\$ 184,074	6,464,494.98
Total All Funds						\$ 24,870,000	\$ 252,002	17,912,035.26

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 2021* and Council's Investment Policy.

Attachments

Nil

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

12.1. (DCCSE) Public Exhibition 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. This report recommends that Council formally endorse the public exhibition of the draft Councillor Expenses and Facilities Policy, appended at *Attachment 1* to this report, for a period of 28 days, noting that a further report will be provided to Council prior to the adoption of the draft policy.

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

[Local Government Act 1993, Section 252 - Payment of Expenses and Provision of Facilities](#)
[Local Government Act 1993, Section 253 - Requirements before Policy concerning Expenses and Facilities can be Adopted or Amended](#)
[Local Government Act 1993, Section 254 - Decision to be Made in Open Meeting](#)
[Local Government \(General\) Regulation 2021, Clause 403 - Payment of Expenses and Provision of Facilities](#)

Project Delivery Implications

COUNCIL AND CORPORATE - *Governance and Strategy*
COUNCIL AND CORPORATE - *Civic*

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 public exhibition of the draft Councillor Expenses and Facilities Policy, appended at *Attachment 1*, for a period of 28 days.
2. Receive a further report following the conclusion of the exhibition period that considers any submissions received, prior to adoption of the draft Councillor Expenses and Facilities Policy.

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.

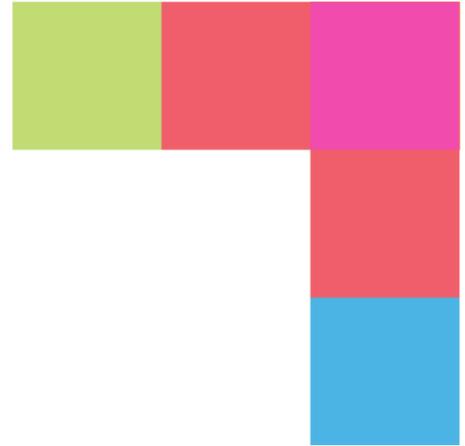
The Office of Local Government ("the OLG") has developed a "best practice" policy template for use by local councils, and the draft Policy provided for Council's consideration has utilised that template. Minor amendments have been throughout the document, specifically with respect to professional development 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 for the Payment of Expenses and Provision of Facilities to Mayors and Councillors* 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. The 28-day exhibition period will commence upon resolution of the Officer's Recommendation (20 September 2022), and during this period, members of the public are invited to review and make submissions on the draft Policy. Any submissions received during the exhibition period will be referred to Council for consideration at its next Ordinary Meeting, prior to the draft Policy being adopted.

Attachments

1. Councillor Expenses and Facilities Policy (Draft)



PARKES SHIRE COUNCIL

Councillor Expenses and Facilities

POLICY

CONTROLLED DOCUMENT INFORMATION

ECM Number	953320
Document Owner	Director Customer, Corporate Services and Economy
Document Development Officer	Governance, Audit and Risk Lead
Review Timeframe	Two (2) years
Last Review Date	September 2022
Next Scheduled Review	September 2024

Document History		
Doc No.	Date Amended	Details/Comments
953320	September 2022	

Further Document Information and Relationships	
Related Legislation*	Local Government Act 1993 Local Government (General) Regulation 2021
Related Policies	Councillor Induction and Professional Development Policy
Related Procedures/ Protocols, Statements, 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.	

**Councillor Expenses and Facilities Policy
2022**



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Councillor Expenses and Facilities Policy 2022



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.

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.

**Councillor Expenses and Facilities Policy
2022**

- (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.

**Councillor Expenses and Facilities Policy
2022**

- 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.



**Councillor Expenses and Facilities Policy
2022**

- 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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2022**

- 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 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.



**Councillor Expenses and Facilities Policy
2022*****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.



**Councillor Expenses and Facilities Policy
2022****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 (preferably hybrid) 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;
- (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.



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.

**Councillor Expenses and Facilities Policy
2022*****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 outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.



Councillor Expenses and Facilities Policy
2022



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.

Councillor Expenses and Facilities Policy
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Regulation, the	means the <i>Local Government (General) Regulation 2021</i> (NSW).
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).



**Councillor Expenses and Facilities Policy
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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	\$2,500.00 per Councillor	Per year
	\$4,000.00 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	\$12,000 for all Councillors	Per year
Mobile tablet		
• Device	\$1,200.00	First year per term of Council*
• Data allowance	\$25.00 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	



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Name Badges	1 x Gold Plated Councillor Badge with Crest Name Bar	First term of Council
Dress ties or scarves	Two dress ties or scarves per Councillor	First and third year per term of Council
Personal Protection Equipment	Provided to the Mayor and Councillors (Incl. Hi-viz vest, Hiviz shirt and trousers, Safety boots, Safety Glasses, Hard hat (if required))	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><i>* 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.</i></p> <p><i>**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.</i></p>		



12.2. (DCCSE) Endorsement of Committee Structure and Appointment of Councillor Delegates

Prepared By:

Director Customer, Corporate Services and Economy

Executive Summary

The *Local Government Act 1993* ("the Act") provides that Parkes Shire Council ("Council") may establish committees to inform its strategy-setting and decision-making processes and provide a mechanism for community involvement in the provision of Council facilities and services. Council traditionally reviews its committee framework, including the appointment of Councillors to its committees, at its Ordinary Meeting each September. This report recommends that Council adopt the proposed committee framework appended at *Attachment 1* and resolve to appoint Councillor members for the coming 12-month period.

Background Information

As noted above, the Act provides that Council may establish committees to support its decision-making processes and involve community members in the management of Council facilities and provision of Council services. Committees operated by Council can broadly be grouped into the four (4) following categories:

Committee	Purpose
Standing	Established under Clause 20.3 of the Model Code of Meeting Practice, comprising the Mayor and Councillors, for a specific purpose. Such committees are comprised entirely of Councillors.
Statutory	Established to achieve compliance with Council's legislative obligations under an Act of Parliament (e.g. Audit, Risk and Improvement Committee; Local Traffic Committee). Such committees may comprise Councillors, as well as community representatives and other stakeholders, depending on the applicable legislation.
Advisory	Established to provide specialist advice to Council with respect to opportunities and challenges pertaining to a certain issue, or oversee the implementation of a strategy or major plan of Council. Such committees may include community representatives, Councillors and/or members of Council staff.
Section 355	Established under section 355 of the Act to exercise a function of the Council (e.g. management of a Council facility or service). Such committees may include community representatives, Councillors and/or members of Council staff.

Legislative or Policy Implications

[Local Government Act 1993, Section 355 - How a council may exercise its functions](#)

Project Delivery Implications

COUNCIL AND CORPORATE - *Governance and Strategy*
COUNCIL AND CORPORATE - *Civic*

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 budgetary or financial implications for Council associated with this report.

Recommendation

That Council:

1. Endorse the committee framework, appended at *Attachment 1* to this report, for a two-year period, and note a further review will be conducted following the next Local Government ordinary elections, scheduled to be held in September 2024.
2. Endorse the appointment of Councillor delegates for the coming 12-month period, as proposed in the committee framework appended at *Attachment 1*.
3. Extend its appreciation to the community representatives who have served on those committees that are not included in the revised committee framework.
4. Invite Expressions of Interest from members of the public to serve on those committees including community representatives in their membership, and receive a further report following conclusion of the Expression of Interest process.

Report

As noted above, Council traditionally reviews and determines the appointment of Councillor delegates to Council committees on an annual basis at its September Ordinary Meeting.

Noting the recent election of a new governing body at the 2021 Local Government ordinary elections and subsequent adoption of a new suite of Integrated Planning and Reporting ("IP&R") framework documents; ahead of this Ordinary Meeting, Council Officers have undertaken a review of Council's Committee Framework. A briefing on this review, including three options for consideration, was provided to Councillors at the Councillor Workshop held Tuesday, 06 September 2022.

At the Councillor Workshop held Tuesday, 06 September 2022, Councillors indicated a willingness to proceed with the adoption of a new Committee Framework, subject to various amendments, including:

- Retention of the Waste Facilities Advisory Committee, Parkes Shire Arts Council, Floodplain Management Committee as standalone Committees; and
- Retention of the existing Roads Committee, Road and Place Names Committees and Plant Replacement Committee, rather than consolidation into a merged Infrastructure and Urban Services Advisory Committee as initially proposed.

The requested amendments have been to the proposed Committee Framework, a revised copy of which is appended at *Attachment 1*.

Should Council proceed in adopting the revised Committee Framework, Council Officers will instigate an Expression of Interest ("EOI") process to recruit community representatives to serve on those committees that are proposed to include community representatives in their membership. The EOI process will publicly advertised, and a formal evaluation process will be undertaken. A further report concerning the appointment of community representatives will be provided to Council for determination, following completion of the EOI process.

Following endorsement of the revised Committee Framework, Council Officers will update and amend Council's Committee Manual accordingly. Terms of Reference, as well as the appointment of each Committee chair, will be considered at the first meeting of each new Committee.

The revised Committee Framework appended at *Attachment 1* has been populated with the names of proposed Councillor delegates to each Committee, including one (1) alternate delegate for each Committee. Names have been inserted to guide discussion and decision-making; Councillors may elect to appoint different delegates to those identified.

In determining Councillor delegates for the coming year, it should be noted that:

- Consistent with the Audit, Risk and Improvement Committee Terms of Reference, the Councillor Non-voting Delegate (and alternate) are appointed for the term of Council, rather than on an annual basis. As such, Cr J Cass and Cr M Applebee will remain in their respective positions for the duration of the current term of Council.
- Historically, the General Manager Performance Review Panel (previously known as the "Senior Staff Committee") has comprised three (3) members, being the Mayor, the Deputy Mayor, and one Councillor nominated by the General Manager. However, the *Guidelines for the Appointment and Oversight of the General Manager* (issued by the Office of Local Government and prescribed under section 23A of the Act) recommend that the Panel comprises four (4) members, being the Mayor, the Deputy Mayor, one Councillor nominated by the General Manager, and one Councillor nominated by Council. As such, Council may wish to nominate a further Councillor to serve on the Panel.

Attachments

1. Draft Committee Framework (September 2022)

Statutory Committees					
Statutory committees are prescribed by NSW legislation and their functions are prescribed by guidelines or frameworks.					
Committee	Legislation & Guidelines	Composition	Councillor Delegates	Sponsor	Notes
Audit, Risk and Improvement Committee	Local Government Act 1993, Section 428A OLG: Risk Management and Internal Audit Framework including ARIC Committee (currently in draft).	One (1) Independent Prequalified Chair Two (2) Independent Voting Members One (1) Councillor Non-Voting Delegate	1. Cr Jacob Cass 2. <i>Cr Marg Applebee (Alternate)</i>	Director Customer, Corporate Services and Economy	Council's one (1) Councillor Non-Voting Delegate is appointed for the duration of the Council term, not on an annual basis.
General Manager Performance Review Panel	Local Government Act 1993, Section 23A Section E(2), OLG Guidelines for the Appointment and Oversight of General Managers (refer page 14)	Mayor Deputy Mayor One (1) Councillor selected by General Manager One (1) Councillor appointed by Council	1. Cr Ken Keith OAM 2. Cr Neil Westcott 3. Cr Louise O'Leary (<i>nominated by General Manager</i>) 4. <i>Vacant (nominated by Council)</i>	Mayor	Note: Currently, the Panel comprises three Councillors, but Guidelines provide: "Performance review panels should comprise the Mayor, the Deputy Mayor, another Councillor nominated by Council and a Councillor nominated by the General Manager."
Local Traffic Committee	Road Transport (Safety & Traffic Management) Act 1999 Section 5, Local Traffic Committee, Transport for NSW, Delegation to Councils for the Regulation of Traffic	Representative from Council, the Police, and Roads and Maritime Services and the Local State Member of Parliament or their nominee.	1. Ken McGrath 2. <i>Cr George Pratt (Alternate)</i>	Director Operations	The Local Traffic Committee is an advisory body only, having no decision-making powers. It is, primarily, a technical review committee that is required to advise the Council on traffic related matters referred to it by Council.

Section 355 Committees

Under Section 355 of the Local Government Act 1993, Council can delegate certain functions to committees to provide these on behalf of Council.					
Committee	Delegated Function	Composition	Councillor Delegates	Sponsor	Notes
Parkes Sports Council	Hire and use of sports fields and facilities, the selection of the Ron Harrison Bursary Award, management of the Sports Life Member Honour Board, the selection of the Parkes Shire Sports Awards recipients, the management of the Legends of Sport honour roll and the management and selection of projects under the Northparkes/Parkes Shire Council Sports Grants scheme.	One (1) Councillor One (1) delegate from each of the sporting groups that use the sports fields	1. Cr Louise O'Leary 2. <i>Cr Jacob Cass (Alternate)</i>	Director Operations	Sec.355 Delegation – Allocation of sporting fields and sporting recreation areas.

Strategic Advisory Committees					
Advisory Committees engage with community representatives to seek advice and provide guidance on the development and implementation of Council's strategic plans, priorities and programs.					
Proposed Committee	Objective	Strategic Oversight	Composition	Councillor Delegates	Sponsor
Access and Inclusion Advisory Committee	Provide advice and guidance on the implementation of Council's Disability Inclusion Action Plan and current and relevant local matters related to disability inclusion in the Parkes Shire.	Disability Inclusion Action Plan	Three (3) Councillors Mayor (ex officio) Three (3) community representatives	1. Cr Marg Applebee 2. Cr Ken McGrath 3. Cr George Pratt 4. <i>Cr Louise O'Leary (Alternate)</i>	Director Planning and Community Services
Community and Culture Advisory Committee	Provide advice and guidance on the development of strategies, and identification of challenges and opportunities, in relation to cultural planning, heritage, cultural opportunities, and community pride and civic participation.		Three (3) Councillors Mayor (ex officio) Three (3) community representatives	1. Cr Neil Westcott 2. Cr Jacob Cass 3. Cr Bill Jayet 4. <i>Cr Louise O'Leary (Alternate)</i>	Director Planning and Community Services
Economy, Innovation and Investment Advisory Committee	Provide advice and guidance on the development of strategies, and identification of challenges and opportunities, in relation to economic activation, industry development, smart infrastructure, innovative technologies and high-value investment.	Economy Development Strategy (<i>scheduled for review</i>) Net Zero Strategy Circular Economy Strategy	Three (3) Councillors Mayor (ex officio) Three (3) community representatives	1. Cr Jacob Cass 2. Cr Neil Westcott 3. Cr Glenn Wilson 4. <i>Cr Bill Jayet (Alternate)</i>	Director Infrastructure and Strategic Futures

Floodplain Management Committee	Provide advice and guidance on the development and implementation of floodplain risk management studies relating to the Parkes Shire.	Flood Management Strategy	Three (3) Councillors Mayor (ex officio) Three (3) community representatives Representatives from relevant NSW Government agencies	1. Cr Marg Applebee 2. Cr George Pratt 3. Cr Glenn Wilson 4. <i>Cr Daniel Weber (Alternate)</i>	Director Infrastructure and Future Strategies
Liveability Advisory Committee	Provide advice and guidance on the development of strategies, and identification of challenges and opportunities, in relation to urban planning, heritage, safety, affordable housing and healthy and connected urban systems within the Parkes Shire.	Housing Strategy CDB Vibrancy Strategy Middleton Master Plan Parkes Western Entry Master Plan	Three (3) Councillors Mayor (ex officio) Three (3) community representatives	1. Cr Marg Applebee 2. Cr Daniel Weber 3. Cr Neil Westcott 4. <i>Cr Bill Jayet (Alternate)</i>	Director Planning and Community Services
Parkes Shire Arts Advisory Committee	Provide advice and guidance on the development of strategies, and identification of challenges and opportunities, in relation to the arts, and serve as a forum for communication between Council and local arts stakeholders.	Nil.	Three (3) Councillors Mayor (ex officio) Three (3) community representatives Representatives from relevant arts sector stakeholders	1. Cr Marg Applebee 2. Cr Bill Jayet 3. Cr Neil Westcott 4. <i>Cr Jacob Cass (Alternate)</i>	Director Planning and Community Services
Plant Procurement Advisory Committee	Provide advice and guidance on Council's plant replacement program.	Nil.	Three (3) Councillors Mayor (ex officio)	1. Cr Ken McGrath 2. Cr George Pratt 3. Cr Glenn Wilson 4. <i>Cr Neil Westcott (Alternate)</i>	Director Operations

Road and Place Naming Advisory Committee	Provide advice and guidance on Road naming and Place naming process.	Nil.	Four (4) Councillors Mayor (ex officio)	1. Cr Bill Jayet 2. Cr Ken McGrath 3. Cr Louise O'Leary 4. Cr Daniel Weber 5. <i>Cr George Pratt (Alternate)</i>	Director Operations
Rural Roads Advisory Committee	Provide a forum for discussion on proposed programs in relation to whether they satisfactorily address the needs of the rural community on a priority basis utilising available funds. The Group would be briefed on the Transport Asset Management Plan, funding sources and availability, and the way programs are developed and prioritised.	Nil.	Four (4) Councillors Mayor (ex officio)	1. Cr Louise O'Leary 2. Cr Daniel Weber 3. Cr Neil Westcott 4. Cr Glenn Wilson 5. <i>Cr Ken McGrath (Alternate)</i>	Director Operations
Sport and Recreation Advisory Committee	Provide advice and guidance on the development of strategies, and identification of challenges and opportunities, in relation to sporting and recreation facilities and programs in the Parkes Shire.	Facility Masterplans Strategic Asset Management Plan	Three (3) Councillors Mayor (ex officio) Two (2) Parkes Sports Council representatives One (1) community representative	1. Cr Jacob Cass 2. Cr Bill Jayet 3. Cr Louise O'Leary 4. <i>Cr Daniel Weber (Alternate)</i>	Director Operations
Tourism, Destination and Major Events Advisory Committee	Provide advice and guidance on the development of strategies, and identification of challenges and	Destination Management Plan	Three (3) Councillors Mayor (ex officio) Three (3) community representatives	1. Cr Marg Applebee 2. Cr Jacob Cass 3. Cr Bill Jayet	Director Customer, Corporate Services and Economy

	opportunities, in relation to tourism development, destination marketing, events and festivals.	Major Events Strategy <i>(to be developed)</i>		4. <i>Cr Neil Westcott (Alternate)</i>	
Waste Advisory Committee	Provide advice and guidance on the operation of the Shire's landfills and other waste issues.	Parkes Shire Waste Strategy	Four (4) Councillors Mayor (ex officio)	1. Cr Marg Applebee 2. Cr Louise O'Leary 3. Cr George Pratt 4. Cr Glenn Wilson 5. <i>Cr Ken McGrath (Alternate)</i>	Director Planning and Community Services
Wiradjuri Elders Advisory Committee	Provide advice and guidance on the development of strategies, and identification of challenges and opportunities, in relation to Aboriginal and Torres Strait Islander issues.	Nil.	Three (3) Councillors Mayor (ex officio) Representatives of Parkes and Peak Hill Elders	1. Cr Marg Applebee 2. Cr Louise O'Leary 3. Cr Ken McGrath 4. <i>Cr Jacob Cass (Alternate)</i>	Director Planning and Community Services
Youth Advisory Committee	Provide advice and guidance on the development of strategies, and identification of challenges and opportunities, in relation to issues of concern to young people living and working in the Parkes Shire.	Youth Engagement Strategy <i>(to be developed)</i>	Six (6) community stakeholders aged 12-24 years. One (1) representative from each school's student body)	Nil.	Director Planning and Community Services

12.3. (DCCSE) Endorsement of Major Grant Project Applications

Prepared By:

Director Customer, Corporate Services and Economy

Executive Summary

Parkes Shire Council ("Council") is currently preparing grant applications to secure funding to deliver a range of major projects, which have been identified as community priorities through the development of Council's Integrated Planning and Reporting ("IP&R") framework. This report recommends that Council formally endorse the submission of grant applications under the Stronger Country Communities Fund, Regional Tourism Activation Fund and Resources for Regions Fund, as detailed in this report.

Background Information

In recent weeks, the NSW Government has announced further rounds of funding under the Stronger Country Communities Fund, Regional Tourism Activation Fund and Resources for Regions Fund, respectively.

The objective of each funding program is as follows:

- The **Regional Tourism Activation Fund (Round 2)** is aimed at supporting the development of new and enhanced tourism and events infrastructure across regional NSW. Round 2 will provide \$50 million to projects and events that will increase the international appeal of destinations in regional NSW and boost the visitor economy through increased visitation and job creation.
- The **Resources for Regions Program (Round 9)** provides support to communities across regional NSW impacted by mining. Round 9 will provide \$140 million for infrastructure and community projects and programs across mining communities and, for the first time, communities where gas exploration occurs. Funding is available to support infrastructure projects, community programs, and business cases and future project plans.
- The **Stronger Country Communities Fund (Round 5)** is aimed at delivering new and upgraded social and sporting infrastructure and community programs in regional communities. Round 5 has a strong focus on projects, programs and events that achieve street beautification; improve accessibility and inclusion for people with disability; and improve outcomes for Aboriginal people.

Councillors were briefed on the above funding programs, including Council's proposed applications, at the Councillor Workshop held Tuesday, 06 September 2022. As previously noted; each funding program has a fast-approaching submission deadline, and each grant application is substantial. Council Officers are well advanced in preparing and collating applications to ensure the requisite deadlines can be met.

Legislative or Policy Implications

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

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: Moderate.

Budget and Financial Implications

Three of the proposed applications under Round 5 of the Stronger Country Communities Fund will, if successful, require a level of co-contribution. As detailed in the following report (refer Report 12.4), it is proposed that the required funds be drawn from the appropriate Town Improvement Fund.

Recommendation

That Council:

1. Endorse the submission of the proposed grant submissions under Round 2 of the Regional Tourism Activation Fund, Round 9 of the Resources for Regions Program and Round 5 of the Stronger Country Communities Fund, as detailed in *Attachment 1*.

Report

An overview of Council's proposed applications under each of the grant programs detailed above, including details of project scopes and funding amounts, is appended at *Attachment 1* and provided to Council for endorsement.

The proposed grant projects have been informed by previous community consultation, gathered via the development of Council's IP&R framework. The top six (6) priority themes are detailed in the table below:

Priority	Theme	Count	%
1	Develop sport and recreation	98	32.5
2	Improve liveability in our Shire	51	19.9
3	Improve public spaces for passive recreation	32	11.6
4	Improve roads and transport	24	8.9
5	Improve community amenities	21	7.0
6	Support economic development	15	5.0

In terms of specific projects, the top 10 priority projects identified through the IP&R process are as follows:

1. Active recreation - cycleway/shared path
2. Arts/culture - public art
3. Passive recreation - gardens, trees, open space, reserves
4. Business development and support
5. Availability of housing/land
6. Heated pools and ancillary services
7. Signage, promotion and marketing
8. Stormwater drainage improvements
9. Community garden and Indigenous education space
10. Kerb, guttering and footpaths

Attachments

1. Proposed Grant Applications

Stronger Country Communities Fund (Round 5)				
Theme	Sporting or Social Infrastructure or Programs			
Allocation	Council: \$1,000,467.00 Community: \$454,758.00			
Comment	Grant-funded projects will be announced from November 2022. Recipients must complete and deliver grant-funded projects by July 2026.			
Proposed Applications:				
Project	Brief Scope	Allocation	IP&R Linkage	
			Theme	Priority Project
COUNCIL ALLOCATION \$1,000,467				
Cheney Park Drainage Project	(a) Replicate drainage improvements on other half of field to create usable playing fields and protect proposed Turf 1 renewal - \$660,467.00 (b) New pump station to manage the increased water load - \$80,000.00	\$740,467.00	Develop sport and recreation	Stormwater drainage improvements
Signage Strategy and Stage 1 Implementation	Development of Signage and Wayfinding Strategy and implementation of Stage 1 priority signage across Parkes Shire.	\$100,000.00	Support economic development	Business Development and Support Signage, promotion and marketing
Peak Hill Memorial Pool Upgrade	Upgrade of pool shell.	\$160,000.00	Develop sport and recreation	Heated pools and ancillary services

COMMUNITY ALLOCATION \$454,758				
Project	Brief Scope	Allocation	IP&R Linkage	
			Theme	Theme
Berryman Oval Fence and Lighting Upgrade	Construction of new fence and installation of new solar lighting at Berryman Oval, Trundle.	\$160,000.00	Develop sport and recreation	Passive recreation - gardens, trees, open space, reserves
Burrawang Park Improvements	New BBQ, shelter with wheelchair access table and outdoor gym at Burrawang Park, Bogan Gate.	\$100,000.00	Improve liveability in our Shire	Active recreation - cycleway/shared path Passive recreation - gardens, trees, open space, reserves
Tullamore Improvements	New BBQ and shelter (replacing old one) Amenities upgrade with ambulant access (painting, tiles, fittings, new ambulant toilet) Additional advanced trees Connecting footpaths	\$160,000.00	Improve liveability in our Shire	Active recreation - cycleway/shared path Passive recreation - gardens, trees, open space, reserves

Regional Tourism Activation Fund (Round 5)				
Theme	Supports the development of high impact tourism infrastructure projects that increase visitation, expenditure and extend length of stay for visitors to regional NSW			
Allocation	This is a competitive grant with 25 per cent co-contribution			
Comment	Grant-funded projects will be announced from November 2022. Recipients must complete and deliver grant-funded projects by 30 June 2026			
Proposed Applications:				
Project	Brief Scope	Allocation	IP&R Linkage	
			Theme	Priority Project
APPLYING FOR \$1.5 MILLION GRANT WITH \$500,000 (25%) CO-CONTRIBUTION				
Stage 2 Akuna Wetlands	Activation of the wetlands to provide community accessibility and engagement through construction of walking trail around the area, connectivity to current footpath, bird hides, viewing platforms, seating and shelters, outdoor learning spaces (day and night for astronomy) and interpretive signage, Indigenous art and sculpture opportunity	\$2,000,000.00 (RTAF Grant \$1.5 Million + LRCI Phase 3 Extension \$300,000.00 + Sewer Fund \$200,000.00)	Develop sport and recreation Improve liveability in our Shire Improve public spaces for passive recreation Improve community amenities Support economic developments	Active Recreation - Cycleway / Shared Path Passive Recreation - Gardens Trees Open Space reserves Business Development and Support Community Garden / Indigenous / Education Space

Open Space Strategy	Strategy for the management, maintenance and ongoing improvement of open spaces across the Parkes Shire (including pedestrian access mobility and BBQ/amenities facilities).	\$100,000.00 (+\$38,000.00 CCL)	Develop sport and recreation Improve liveability in our Shire Improve public spaces for passive recreation	Active recreation - cycleway/shared path Passive recreation - gardens, trees, open space, reserves Community garden and Indigenous education space
Regional Entertainment Centre Feasibility Study	Feasibility study for the construction and delivery of an Entertainment, Convention and Performing Arts Centre in the Parkes Shire.	\$125,000.00 (+\$25,000.00 CCL)	Improve liveability in our Shire Improve community amenities Support economic development	Arts/culture - public art Business Development and Support
Parkes Caravan Park Relocation Business Case	Business Case for the relocation of Parkes Caravan Park and conversion to permanent cabins.	\$50,000.00 (+\$50,000.00 CCL)	Improve community amenities Support economic development	Business Development and Support Availability of housing/land
Carrington Hotel Future-use Plan	Future-use plan for the Carrington Hotel building, Peak Hill.	\$50,000.00	Improve liveability in our Shire Improve community amenities	Arts/culture - public art

Places to Play (Round 2)			
Theme	Create all ages all inclusive open spaces for adventure and play		
Allocation	Has not been announced for Round 2. If based on Round 1, could be \$500,000.00 for Adventure Park and \$250,000.00 for Nature and Water Play projects		
Comment	Grant will be launched later in October 2022 with an 18-month delivery		
Proposed Applications:			
Project	Brief Scope	Allocation	IP&R Linkage
	Theme	Priority Project	
Kelly Reserve Splash Park	Develop a water play space at Kelly Reserve which fosters healthy lifestyles ad family friendly activities for the community	To be advised	Active Recreation - Cycleway / Shared Path Passive Recreation - Gardens Trees Open Space reserves
			Develop sport and recreation Improve liveability in our Shire Improve public spaces for passive recreation Improve community amenities

HAS NOT BEEN ANNOUNCED FOR ROUND 2

12.4. (DCCSE) Use of Town Improvement Funds to Support Stronger Country Communities Grant Applications

Prepared By:

Executive Manager Corporate Services

Executive Summary

This report recommends that Parkes Shire Council ("Council") approve the use of Town Improvement Funds to support applications made under Round 5 of the Stronger Country Communities Fund ("SCCF") to progress priority projects identified in Peak Hill, Trundle and Tullamore, respectively.

Background Information

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

Legislative or Policy Implications

Nil.

Project Delivery Implications

OPEN SPACE AND RECREATION - *Parks and Gardens*

OPEN SPACE AND RECREATION - *Sports Fields*

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

TRANSPORT AND DRAINAGE - *Other Transport and Overheads*

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

Council has allocated funds in its Operational Budget for expenditure on projects within the Parkes Shire local communities as recommended by their CCC. As at September 2022, the current uncommitted balance for each of the relevant Town Improvement Funds is as follows:

- Peak Hill: \$339,319.82
- Trundle: \$79,037.00
- Tullamore: \$167,544.00

Recommendation

That Council:

1. Approve the allocation of up to \$240,000 from the Peak Hill Town Improvement Fund to support the SCCF grant application for the Peak Hill Memorial Pool Upgrade.
2. Approve the allocation of up to \$10,000.00 from the Trundle Town Improvement Fund to support the SCCF grant application for the Berryman Oval Fencing and Footpath Project.
3. Approve the allocation of up to \$60,000.00 from the Tullamore Town Improvement Fund to support their SCCF grant application for the Memorial Park Amenities Improvement Project.

Report

As detailed in the prior report, Council Officers are currently preparing grant applications under Round 5 of the SCCF to support the delivery of priority projects identified by the Bogan Gate, Peak Hill, Trundle and Tullamore communities.

Of these priority projects, those in Peak Hill, Trundle and Tullamore all require varying levels of funding co-contribution, which will need to be drawn from the respective Town Improvement Fund.

Details of the three projects are as follows:

Location	Project	Grant Amount	Town Improvement Funds Required
Peak Hill	Upgrade to Peak Hill Memorial Pool shell and concourse area.	\$160,000.00	Up to \$240,000.00
Trundle Berryman Oval	New fence with solar lighting and footpath extension works.	\$160,000.00	Up to \$10,000.00
Tullamore Memorial Park	Upgrade existing amenities, include an accessible toilet and footpath works.	\$160,000.00	Up to \$60,000.00

Due to the significant cost associated with the Peak Hill Memorial Pool Upgrade, further commentary is provided below:

- The grant application amount of \$160,000.00 would meet the costs of upgrading the fibreglass pool shell, however, an upgrade of the concourse area should also be undertaken as part of the overall improvement works, which is consistent with the work recently undertaken to upgrade the Trundle Public Swimming Pool to a satisfactory standard. Initial estimates for the total project are estimated to be at least \$400,000.00, based on costs incurred to deliver the Trundle Public Swimming Pool upgrade.
- The Peak Hill CCC has previously confirmed that the upgrade of the pool is a priority for the Peak Hill community, and has indicated that the CCC would be willing to commit TI funds towards the cost of the upgrade (refer *Attachment 1*). As at the time of this Business Paper being prepared, the CCC has not specifically requested at TI fund allocation for this grant application, as the total budget is not confirmed.

- The next full meeting of the Peak Hill CCC will not be held before the Council meeting, however the Chair of the Peak Hill CCC has confirmed that the project is a priority for the Peak Hill Community and that the Executive members of the CCC have been consulted and would endorse the commitment of funds up to \$240,000.

Attachments

1. Correspondence from Peak Hill Community Consultative Committee (31 August 2022)

From: [Council](#)
To: parkes@connect.t1cloud.com
Subject: Replacement of the Pool shell - Peak Hill
Date: Thursday, 1 September 2022 12:05:13 PM

From: PeakHillCCC <[REDACTED]>
Sent: Wednesday, August 31, 2022 8:00:02 PM
To: Anthony McGrath <[REDACTED]>
Cc: Susie Collett <[REDACTED]>; Cr Louise OLeary <[REDACTED]>; Cr Neil Westcott <[REDACTED]>
Subject: Re: Replacement of the Pool shell - Peak Hill

Hi Anthony,

After our meeting last week here are our top 5 priorities for the grant mentioned in the email below:

1. Pool shell replacement, if no funding available we will proceed with TI funds
2. Narra Street kerb and guttering and footpaths
3. Shared space in the Main Street
4. Bogan and Warra Streets kerb and guttering
5. Lindner Oval walking path

Please could you prepare these 5 items for the grant funding.

Thank you.

Margaret Edwards
Secretary
Peak Hill CCC

On 8 Aug 2022, at 2:35 pm, Anthony McGrath <[REDACTED]> wrote:

Hi Margaret, I believe that Logan / Sharon are still chasing up an updated quote. It is possible that we may include the upgrade in the Stronger Country Communities grant program, which opens very soon. If you could confirm your top 5 priorities at next CCC meeting, that would help us. I have previously noted the following:

1. Awning replacement
2. Pool Shell Upgrade
3. Caswell St Shared Spaces Upgrade
4. Lindner Oval walking path
5. K&G & Drainage - Bogan & Warrah Streets

Regarding the management of the Pool, Council has resolved to go with a contractor, however I believe that the details are still being worked on. The new contractor is attending site visits this week.

Anthony
#ECMBODY
#QAP 192

From: PeakHillCCC <[REDACTED]>
Sent: Monday, 8 August 2022 1:26 PM
To: Anthony McGrath <[REDACTED]>
Cc: Susie Collett <[REDACTED]>; Cr Louise OLeary <[REDACTED]>; Kent Boyd <[REDACTED]>
Subject: Replacement of the Pool shell

Hi Anthony
Just a quick email to see if you have the final quote for the cost of the pool shell, as we would like to move on this project asap to apply for a grant? Also has the council worked out the management of the pool for the next season?
Thank you.

Margaret Edwards
Secretary
Peak Hill CCC

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12.5. (DCCSE) Request of Financial Assistance - Peak Hill Preschool Kindergarten Inc

Prepared By:

Executive Manager Corporate Services

Executive Summary

The Peak Hill Preschool Kindergarten Inc, through the Peak Hill Community Consultative Committee ("CCC"), has requested that Parkes Shire Council ("Council") make a donation equivalent to the fees associated with the costs to prepare a Concept Design and Cost Estimate to redevelop the Frazer Court building and land into a 43-place Preschool and Long Day Care facility to meet the needs of the Peak Hill Community. This report recommends that Council resolve to provide the requested donation of \$5,280.00 from the Peak Hill Town Improvement ("TI") Fund, subject to the provisions of section 356 of the *Local Government Act 1993* ("the Act").

Background Information

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

Legislative or Policy Implications

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

Project Delivery Implications

COUNCIL AND CORPORATE - *Community Services and Wellbeing*
ECONOMY AND ENGAGEMENT - *Economic Development and Grants*

Risk Assessment

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

Budget and Financial Implications

The total fees of \$5,280.00 exceeds the annual budget allocation for the Community Financial Assistance Program. Other sources for funding the donation could be allocated from the Peak Hill Town Improvement Fund, which is included in Council's Operational Plan, is supported by the Peak Hill CCC and has a current balance of \$399,319.82, as at September 2022.

Recommendation

That Council:

1. Receive and note the correspondence from the Peak Hill CCC with the letter from the Peak Hill Preschool Kindergarten Inc. appended at *Attachment 1*.
2. Provide public notice of its intention to provide \$5,280.00 in financial assistance to the Peak Hill Preschool Kindergarten Inc., being an amount equivalent to the fees to produce a Concept Plan and Cost Estimate to convert the Frazer Court facility into a preschool and long day care facility.
3. Subject to no submissions being received, approve the provision of \$5,280.00 in financial assistance from the Peak Hill Town Improvement Fund to the Peak Hill Preschool Kindergarten Inc.

Report

Since the Frazer Court Committee Inc. ("the Committee") closed its aged care hostel in Peak Hill, effective from 12 February 2022, it has been seeking an alternate community-based organisation to take over the facility. To that end, the Committee has been in discussions with the Peak Hill Preschool Kindergarten Committee Inc., who wish to investigate the feasibility of converting the building into a 43-place preschool and day care facility.

Representatives from the Peak Hill Preschool Kindergarten Committee attended the Peak Hill CCC meeting on 22 August 2022 to outline the project and request the use of TI funds to cover the cost of providing a Concept Plan and Cost Estimate, using a regional consulting firm. The Preschool Committee intends to apply for grant funding using the plans and estimates, to convert the building into preschool and long day-care facility.

Attachments

1. Email from Peak Hill CCC with letter from Peak Hill Kindergarten Preschool Committee (01 September 2022)

From: "Council" <Council@parkes.nsw.gov.au>
Sent: Thu, 1 Sep 2022 12:01:48 +1000
To: [REDACTED]
Subject: Preschool Committee official letter & quote
Attachments: CCC letter.pdf, [REDACTED]

From: Anthony McGrath <Anthony.McGrath@parkes.nsw.gov.au>
Sent: Thursday, 1 September 2022 9:02 AM
To: Council <Council@parkes.nsw.gov.au>
Subject: Preschool Committee official letter & quote

For a council report

Anthony McGrath
Exec. Manager Corporate Services
Parkes Shire Council
M: 0418477823

From: PeakHillCCC <PeakHillCCC@parkes.nsw.gov.au>
Sent: Wednesday, August 31, 2022 6:06:48 PM
To: Anthony McGrath <Anthony.McGrath@parkes.nsw.gov.au>
Cc: Cr Louise OLeary <Louise.OLeary@parkes.nsw.gov.au>; Cr Neil Westcott <Neil.Westcott@parkes.nsw.gov.au>; Susie Collett [REDACTED]
Subject: Fwd: Preschool Committee official letter & quote

Hi Anthony
Below is a fee proposal from [REDACTED] in relation to the Preschool looking into a new venue to open a long daycare. It was passed at our last meeting that we reimburse the Preschool committee for these fees and the money to be taken out of TI funds.
Thank you.

Margaret Edwards
Secretary
Peak Hill CCC

Begin forwarded message:

From: Courtney Westcott [REDACTED]
Date: 29 August 2022 at 2:04:53 pm AEST
To: PeakHillCCC <PeakHillCCC@parkes.nsw.gov.au>
Subject: Preschool Committee official letter & quote

Hi Marg,

Please find attached an official letter from the Peak Hill Preschool Kindergarten Inc. Management Committee, as discussed at last weeks meeting. I have also attached a copy of the quote from [REDACTED].

Regards,

Courtney Westcott,

Secretary,

Peak Hill Preschool Kindergarten Inc. Management Committee.

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PEAK HILL PRESCHOOL KINDERGARTEN INC.

ABN: 25 722 406 078
P.O Box 64, Peak Hill, 2869
Ph: 02 6869 1655

Email: peakhillpreschool@aapt.net.au



Dear Chairperson, CCC committee,

Thank you for your time on Monday night to hear about our proposed expansion for the Peak Hill Preschool.

We, The Peak Hill Preschool Kindergarten Inc. Management Committee would like to formally ask the Peak Hill CCC to fund the costs of a Concept Design and Cost Estimate to be completed to allow us to have the appropriate documents required for grant applications.

The Quote from [REDACTED] is for \$5280.00.

Project Background:

Currently, in Peak Hill, there is no care options for children under 3 years of age or outside the hours of 9am-3pm, Mon-Fri. A recent study conducted by Early Learning Consultant, Julia Ham, shows a great need for Long Day Care and Out Of School Hours Care within the Peak Hill Community. Having the option for Long Day Care in our community would boast a number on improvements to our town including, Parents being able to return to work sooner, more flexibility of working hours, job opportunities and an attraction for people to work AND live in our community as they wouldn't have to travel for care.

Our proposal is, with the help of grants, to redevelop the Frazer Court building and land into a 43 place Preschool and Long Day Care facility to meet the needs of the Peak Hill Community. We have been in contacted with Mayor Ken Keith, Michael McCormack and Phil Donato. We have also been in contact with a building designer from [REDACTED], a design, engineering and building firm from Dubbo. They have done a site visit and were very positive about the potential of the Frazer Court building and they have supplied us with an official quote for drawing up concept designs and a cost estimate for the project, both of these things will be needed in order to apply for grants.

Sincerely,

Courtney Westcott

Secretary,

Peak Hill Preschool Kindergarten Inc. Management Committee.

12.6. (DCCSE) Request for Financial Assistance - Trundle Bush Tucker Day

Prepared By:

Executive Manager Corporate Services

Executive Summary

This report recommends that Parkes Shire Council ("Council") approve a belated request from the Trundle and District Progress Association Inc. (Community Consultative Committee) to use funds from the Trundle Town Improvement Fund to provide assistance to the Trundle Bush Tucker Day Committee for temporary fencing to stage their event.

Background Information

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

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

Legislative or Policy Implications

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

Project Delivery Implications

COUNCIL AND CORPORATE - *Community Services and Wellbeing*
ECONOMY AND ENGAGEMENT - *Elvis Festival, Special Events and Event Support*

Risk Assessment

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

Budget and Financial Implications

The cost of providing temporary fencing was \$2,880.00. Funds can be allocated from the Trundle Town Improvement Fund, which has a current uncommitted balance of \$79,037.00.

Recommendation

That Council,

1. Receive and note the correspondence from the Trundle Progress Association, with request from the Trundle Bush Tucker Day Committee appended at *Attachment 1*.
2. Approve the allocation of \$2,880 in financial assistance from the Trundle Town Improvement Fund to cover the cost of providing temporary fencing for the Trundle Bush Tucker Day.

Report

At its Ordinary Meeting held 19 July 2022, Council resolved to provide \$7,000.00 in financial assistance by way of in-kind support to the 2022 Trundle Bush Tucker Day, which was held on Saturday, 03 September 2022.

The approved in-kind assistance included:

- 20 portable toilets including delivery and dismantle, pick up, pump out (if required) and collection, estimated to be \$3,500;
- 30 x wheelie bins for the Trundle Bush Tucker Day, including delivery and collection services;
- Two (2) x gift hampers for the competition prizes with a total value of \$200;
- Parks and Gardens services to provide a high level of town presentation in Trundle;
- A photographer to take on-brand images of the event;
- Internal resources and services of printing, kids entertainment packs and colouring-in materials for children;
- COVID-19 preventative equipment such as hand sanitisers and signage; and
- Assistance in event promotion.

As noted above, the event proceeded as planned on 03 September 2022. Following the event, the organisers have subsequently submitted a further request for assistance, being for the use of Trundle Town Improvement Fund moneys to meet the cost of providing temporary fencing at the event, which was provided by a local contractor (refer *Attachment 1*).

It is noted that while the correspondence is dated 28 July 2022, it was not received by Council until mid-August, and as such, was not received in time to table at the Ordinary Meeting held 16 August 2022.

Attachments

1. Correspondence from the Trundle Progress Association, with request from the Trundle Bush Tucker Day Committee.

TRUNDLE & DISTRICT PROGRESS ASSOCIATION INC
TRUNDLE NSW 2875

28th July 2022

The General Manager
PARKES SHIRE COUNCIL
PO BOX 233
PARKES NSW 2870

cc The Secretary
Trundle Bush Tucker Day

EMAIL: 

Dear Sir

RE: Trundle Bush Tucker Day 2022 – request for assistance with event fencing

At our monthly meeting held 28th July 2022, it was resolved to write to Council to request that \$2880.00 be allocated from the TIF to go towards event fencing for Trundle Bush Tucker Day 2022. (Please see attached invoice).

As you are also aware Covid19 has had a major impact on our local communities and our rural township of Trundle. With 2020 and 2021 Trundle Bush Tucker Days being cancelled due to Covid 19 restrictions we are very keen to give this hard-working volunteer committee all assistance available.

Thank you for your consideration of this request.

Yours sincerely



Peter Kelly
Chairman
Trundle & District Progress Association Inc.

Trundle Bush Tucker Day
PO Box 28
Trundle NSW 2875



11th July 2022

Trundle & District Progress Association Inc
Trundle NSW 2875

Dear Trundle & District Progress Association Inc,

I am writing to you on behalf of the Trundle Bush Tucker Day Inc committee. As you are aware we are thrilled to have Trundle Bush Tucker Day 2022 going ahead this year after postponing it for 2 years following the Covid19 situation which unfolded so unexpectedly.

As you are also aware Covid19 has had a major impact on our local communities and our rural township of Trundle. Taking a huge toll on our non-for-profit organisation Trundle Bush Tucker Day Inc.

I am writing in relation to any support the Trundle & District Progress Association may be able to provide the committee and event with this year. In previous years the Trundle & District Progress Association has specifically assisted with the cost of the fencing for the event, which is provided in by local Steve Bully.

I have attached a formal quote for the fencing this year.

Please understand this year will be one of our toughest events financially, after profits and deposits lost last year, we are looking for any physical or financial assistance that can be allocated to our event and hoping for some support from our local Trundle & District Progress Association.

We hope to see you all at Trundle Bush Tucker Day on the 3rd of September 2022. Come along for a great day & night packed full of entertainment and great food!

Thanks in advance,

Stacey Edwards

Treasurer of the Trundle Bush Tucker Day Inc.

13. REPORTS OF THE DIRECTOR INFRASTRUCTURE AND STRATEGIC FUTURES

13.1. (DISF) Major Projects & Current Works - Progress as at 20 September 2022

Prepared By:

Director Infrastructure & Strategic Futures

Executive Summary

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

Background Information

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

Project Delivery Program Implications

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

1. That the information be received and noted.

Attachments

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

MAJOR PROJECTS UPDATE - SEPTEMBER 2022

Project Description	Due Date	Budget	Forecast	Actuals	Status
Water Supply Drought Relief Program Parkes - Peak Hill	31/12/2022	\$4,070,000	\$4,270,00	\$1,475,078	In Progress
Comments	Bore refurbishment works continuing, completed upgrade of Bores 1, 3, 4, 5. Working on upgrade options for Bore 2. Alternate route for connecting pipeline awaiting further negotiations with landholders. A variation has been processed for an additional \$200,000 from Council's water fund to undertake the upgrades of electrical switchboards at each site due to non-compliance with current standards. 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	\$1,901,938	Closing grant
Comments	Funding has been approved for projects to commence. A close out meeting for the business case was completed with Department of Planning and Environment.				
BBRF – Water Security Project	31/12/2023	\$14,402,488	\$14,402,488	\$205,406	In Progress
Comments	Pre-procurement activities underway, design development of the WTP storage lagoon and Lachlan River Pre-treatment is progressing.				
RRP – Water Security Project	31/12/2023	\$9,063,012	\$9,063,012	\$18,000	In Progress
Comments	Detailed design consultant engaged, survey and geotech continuing, pre-procurement activities commenced.				
Safe & Secure – Water Security Project	31/12/2023	\$38,269,979	\$38,269,979	\$31,192	In Progress
Comments	Detailed design consultant engaged, survey and geotech continuing, pre-procurement activities commenced. Communications plan enacted and landholder negotiations underway.				

14. REPORTS OF THE DIRECTOR OPERATIONS

14.1. (DO) Major Projects & Current Works - Progress as at 20 September 2022

Prepared By:

Director Operations

Executive Summary

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

Background Information

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

Project Delivery Program Implications

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

1. That the information be received and noted.

Attachments

1. (DO) Major Projects & Current Works - Progress Report

OPERATIONS MAJOR PROJECTS - SEPTEMBER 2022

Project Description	Due Date	Budget	Forecast	Actuals	Status
Parkes - 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"> External ramp and stairs - 100% complete Installation of cladding - 95% complete Install of steel handrails and balustrade - is 100% complete Trade waste tank and sewer main - 100% complete Windows and glazing - 100% complete Floor and wall tiling - 100% complete Lining of internal walls and suspended ceilings - 100% complete Internal kitchen and bar fit out and finishes - 100% complete Connection of gas main to within caravan park system - 100% complete <p>Next Steps:</p> <ul style="list-style-type: none"> Council will commence carpark resurfacing works to complete the project with the required timeframes 				
The Bogan Way Upgrades - MR350	31/03/23	\$15,000,000	\$15,000,000	\$2,008,469	In Progress
Comments	<ul style="list-style-type: none"> Draft REF received and being reviewed for impacts upon design parameters for the 14km section from Kadungle Silo's North, and the intersection of MR57 and MR354. Drainage Culverts ordered and drainage works commenced and ongoing, poured 2/22 base slabs. Geotechnical information investigated and report pending. 50% design plans received for review for approximately 4.5km of roadworks along MR350S near Crooked Creek Bridge. 				
Parkes - Currajong Street Rehabilitation – Church to Mitchell Street	23/12/22	\$3,693,000	\$3,693,000	\$356,092	In Progress
Comments	<ul style="list-style-type: none"> Kerb and guttering & footpath completed along western side of Currajong Street between Victoria and Mitchell Street with some driveway laybacks and linkups outstanding. Tree replacement along Currajong Street completed on the eastern side between Victoria and Mitchell Street Kerb and guttering scheduled to commence Monday 26th September 2022 along the eastern side of Currajong between Bushman Street and Victoria Street during school holidays. Tree replacements in this area have commenced this week. <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. 				
Trundle - Main Street	20/12/22	\$1,000,050	\$1,000,050	\$316,814	In Progress
Comments	<ul style="list-style-type: none"> Trenching of irrigation and power, services connections Excavating for Tree vaults and garden bed along Forbes Street Concrete edging of Garden beds to start 20th September pending weather Trenches to be sealed prior to Abba festival <p>Next Steps:</p> <ul style="list-style-type: none"> Installation of sewer pod for future amenities block in the main street Community centre and pedestrian facilities to commence after the garden beds are finished 				

Project Description	Due Date	Budget	Forecast	Actuals	Status
Unsealed Roads Maintenance & Forecast	30/06/2023	\$1,382,000	TBC	\$248,338	In Progress
Comments	<ul style="list-style-type: none"> • Maintenance budgets under duress given current weather conditions across sealed and unsealed road network and will not be sufficient based off the current spending. • Operational decision made to focus all of Council's available resources to maintaining Councils Road network, with capital works being postponed until early 2023. This will require consultation with Grant bodies with regards to time variations. • Grader crews being placed into areas or zones, to facilitate better resource allocation, CRM management and coordination. • Parkes Council recently declared in the July 2022 Storm Event AGRN 1025. This involves capturing of all damage evidence within the shire and prioritising Emergency works until the Christmas period for which Council can recover expenditure • Additional \$1M available from the Office of Local Government to support Council's in administering repair works, and betterment where required. <p>Next Steps:</p> <ul style="list-style-type: none"> • Undertake capture of storm damage evidence to support works under the AGRN1025 • Road maintenance crews to be placed in areas. • Complete Emergency Works (EW) & Immediate Restoration Works (IRW) until December 2022. • Commence Restorative Works (RW) claim from January 2023. 				

14.2. (DO) Acquisition of Land for Road to Parkes Cemetery

Prepared By:

Director Operations

Executive Summary

During investigations into the tenure of land in the vicinity of the Parkes Cemetery for the purpose of acquiring land for the Recycled Water Main Booster Pump Station, it was revealed that the Cemetery Access Road is not a formal road. Approval has been granted from Crown Lands to acquire the subject road, however the Office of Local Government requires a Council resolution identifying the road. Lot 3 DP 1274588 is the legal description for the subject road to facilitate the acquisition process.

Background Information

In 2018, Council approved to commence the process to acquire part of the road reserve of Renshaw-McGirr Way (Wellington Road). During the survey process, it was identified that the Renshaw-McGirr Way is not a formal road (from Orange Street to Want Street, Parkes) and that access would need to be provided to the newly created allotment from the Cemetery Access Road.

A plan of survey has been registered for the acquisition which has given the land for the Pump Station the identification as Lot 1 DP 1274588.

Land Acquisition from the State requires Council to follow the Just Terms Compensation process which includes approval from the Crown and Department of Local Government.

Legislative or Policy Implications

Roads Act 1993

Project Delivery Implications

OPEN SPACE AND RECREATION - *Cemeteries*
TRANSPORT AND DRAINAGE - *Sealed 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 Implications

Costs associated with the acquisition are to be funded from the initial project for the pump station. A valuation will be sought for the costs associated with the acquisitions and transfer.

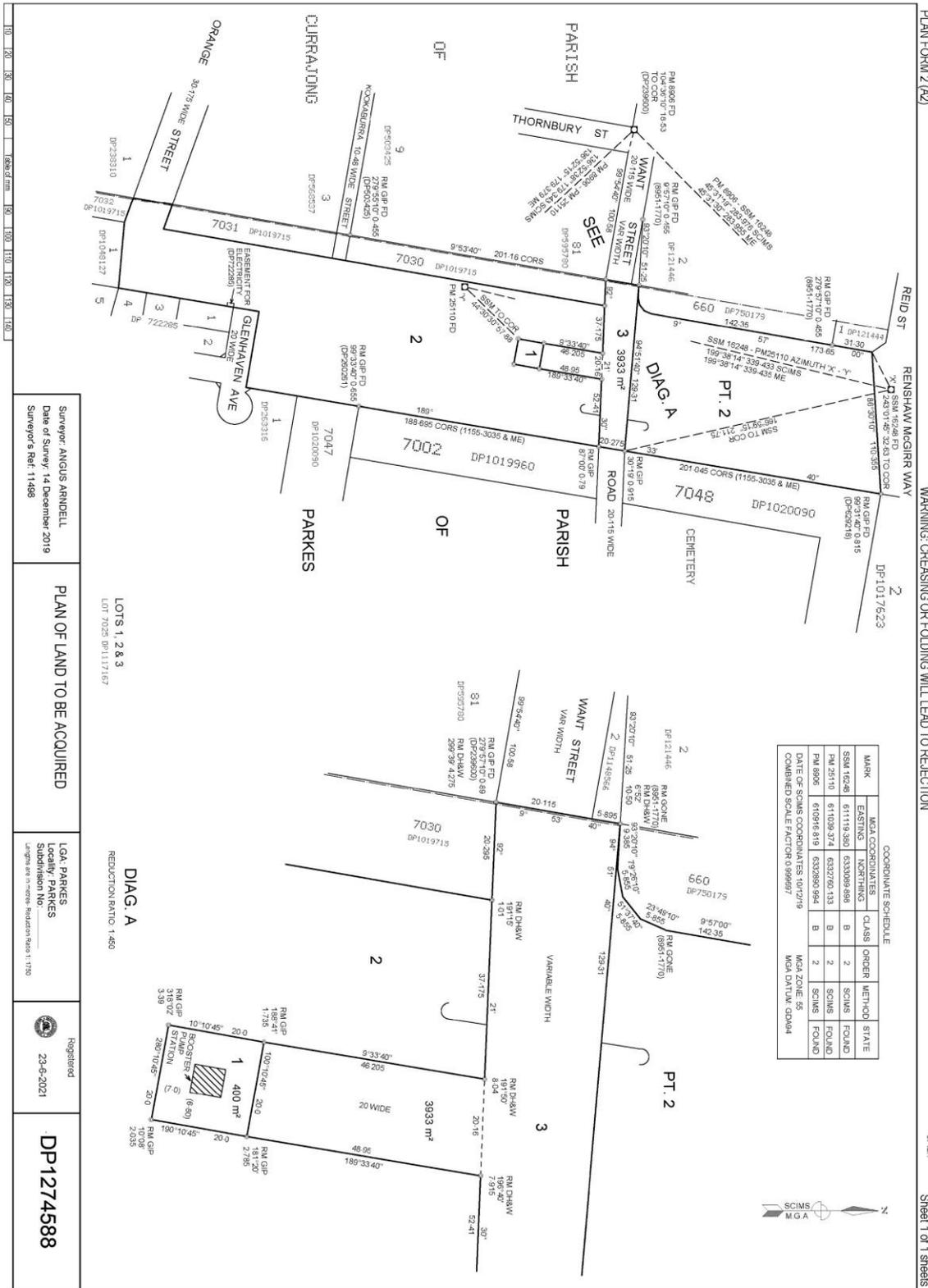
Recommendation

1. That Council acquire land identified as Lot 3 DP1274588 being part of Lot 7025 DP 1117167 for access road for access road to the Parkes Cemetery and Booster Pump Station by compulsory process in accordance with the *Land Acquisition (Just Terms Compensation) Act 1991* and make the necessary application to the Minister and/or Governor.
2. That on acquisition, the land be classified as operational.
3. That where required, the Seal of Council be applied to facilitate the acquisition.

Attachments

1. Plan of Lot 3 DP 1274588

Req:R076731 /Doc:DP 1274588 P /Rev:24-Jun-2021 /NSW LRS /Prt:25-Jun-2021 03:30 /Seq:1 of 3
 © Office of the Registrar-General /Src:PORTAL /Ref:lrs:eplan-eplan FOR SURVEYORS USE ONLY



Surveyor: ANGLUS ARNDELL
 Date of Survey: 14 December 2019
 Surveyor's Ref: 11488

PLAN OF LAND TO BE ACQUIRED

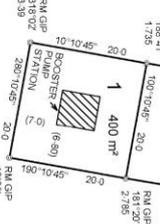
LGA: PARKES
 Locality: PARKES
 Subdivision No: _____
 Lengths are in metres. Reduction Ratio: 1:120

Registered
 23-6-2021

DP1274588

LOTS 1, 2 & 3
 LOT 7028 DP1117167

DIAG. A
 REDUCTION RATIO: 1:480



Req:R076731 /Doc:DP 1274588 P /Rev:24-Jun-2021 /NSW LRS /Prt:25-Jun-2
 © Office of the Registrar-General /Src:PORTAL /Ref:lrs:eplan-eplan FO

ePlan

PLAN FORM 6 (2019) WARNING: Creasing or folding will lead to rejection	
DEPOSITED PLAN ADMINISTRATION SHEET Sheet 1 of 2 sheet(s)	
Registered:  23.6.2021 Title System: TORRENS	Office Use Only Office Use Only <h1 style="margin: 0;">DP1274588</h1>
PLAN OF LAND TO BE ACQUIRED	LGA: PARKES Locality: PARKES Parish: PARKES County: ASHBURNHAM
<p style="text-align: center;">Survey Certificate</p> I, Angus Arndell of 48 Reid Street, Parkes NSW 2870 a surveyor registered under the <i>Surveying and Spatial Information Act 2002</i> , certify that: *(a) The land shown in the plan was surveyed in accordance with the <i>Surveying and Spatial Information Regulation 2017</i> , is accurate and the survey was completed on:- *(b) The part of the land shown in the plan being Lots 1 & 3, except Lot 2 was surveyed in accordance with the <i>Surveying and Spatial Information Regulation 2017</i> , the part surveyed is accurate and the survey was completed on 14 December 2019, the part not surveyed was compiled in accordance with that Regulation. *(c) The land shown in this plan was compiled in accordance with the <i>Surveying and Spatial Information Regulation 2017</i> . Datum Line: 'X' - 'Y' Type: *Urban/*Rural The terrain is *Level-Undulating / *Steep-Mountainous. Signature: <i>Angus Arndell</i> Dated: 14 Dec 2019 Surveyor Identification No: 4 Surveyor registered under the <i>Surveying and Spatial Information Act 2002</i> *Strike out inappropriate words. **Specify the land actually surveyed or specify any land shown in the plan that is not the subject of the survey.	<p style="text-align: center;">Crown Lands NSW/Western Lands Office Approval</p> I, (Authorised Officer) in approving this plan certify that all necessary approvals in regard to the allocation of the land shown herein have been given. Signature: Date: File Number: Office:
Plans used in the preparation of survey/compilation. DP1048127 DP263316 DP722285 DP239600 DP503425 DP629218 DP121444 DP1019715 DP1117167 1155-3035 8951-1770	<p style="text-align: center;">Subdivision Certificate</p> I, *Authorised Person/*General Manager/*Accredited Certifier, certify that the provisions of s.6.15 of the <i>Environmental Planning and Assessment Act 1979</i> have been satisfied in relation to the proposed subdivision, new road or reserve set out herein. Signature: Accreditation number: Consent Authority: Date of endorsement: Subdivision Certificate number: File number: *Strike through if inapplicable.
Statements of intention to dedicate public roads create public reserves and drainage reserves, acquire/resume land. It is intended to acquire Lot 1 for pump station. It is intended to acquire Lot 3 for road purposes and it will be dedicated as public road under the roads Act 1993. The acquisition dealings for Lots 1 & 3 to be completed simultaneously.	Surveyor's Reference: 11498 Signatures, Seals and Section 88B Statements should appear on PLAN FORM 6A

Req:R076731 /Doc:DP 1274588 P /Rev:24-Jun-2021 /NSW LRS /Prt:25-Jun-2
 © Office of the Registrar-General /Src:PORTAL /Ref:lrs:eplan-eplan FO

ePlan

PLAN FORM 6A (2017) DEPOSITED PLAN ADMINISTRATION SHEET Sheet 2 of 2 sheet(s)	
Registered:  23.6.2021	Office Use Only DP1274588
PLAN OF LAND TO BE ACQUIRED	This sheet is for the provision of the following information as required: <ul style="list-style-type: none"> A schedule of lots and addresses - See 60(c) <i>SSI Regulation 2017</i> Statements of intention to create and release affecting interests in accordance with section 88B <i>Conveyancing Act 1919</i> Signatures and seals- see 195D <i>Conveyancing Act 1919</i> Any information which cannot fit in the appropriate panel of sheet 1 of the administration sheets.
Subdivision Certificate number: Date of Endorsement:	
Surveying & Spatial Information Regulation 2017 clause 60 (c): Street addresses of all lots are not available.	
If space is insufficient use additional annexure sheet	
Surveyor's Reference: 11498	

14.3. (DO) Request for Skydiving Activities at Parkes Regional Airport

Prepared By:

Director Operations

Executive Summary

Council has received a request from Skydive Oz seeking permission to operate tandem skydiving activities at Parkes Regional Airport on 12 and 13 November 2022.

Background Information

Skydive Oz have previously conducted skydiving activities at Parkes Regional Airport which have proven to be popular.

Approval for the use of the airport requires the provision of evidence of adequate insurance cover, arrangements being made with the RPT Operator to avoid conflict with their services, and compliance with Council's access requirements for Parkes Regional Airport.

Legislative or Policy Implications

Nil

Project Delivery Implications

ECONOMY AND ENGAGEMENT - *Visitor Economy*

TRANSPORT AND DRAINAGE - *Regional Airport*

Risk Assessment

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

Budget and Financial Implications

Nil

Recommendation

That Skydive Oz be granted approval for the use of Parkes Regional Airport for tandem skydiving activities on the weekend of 12 and 13 November 2022 subject to:

1. Provision of evidence of not less than \$20 Million Public Liability Insurance;
2. Arrangements being made with RPT Services to avoid conflict; and
3. Compliance with Council's access requirements for Parkes Regional Airport

Attachments

1. Request from Skydive Oz

COUNCIL - Request for Skydiving Operations PARKES 12th November 2022

From: "Bianca Hinton" <Bianca.Hinton@parkes.nsw.gov.au>
Sent: Wed, 7 Sep 2022 12:16:50 +1000
To: "parkes@connect.t1cloud.com" <parkes@connect.t1cloud.com>
Subject: COUNCIL - Request for Skydiving Operations PARKES 12th November 2022
Attachments: SKYDIVE OZ COC Nov 21.pdf

#ECMBODY
#QAP 3
#SILENT

From: Skydive Oz <fun@skydiveoz.com.au>
Sent: Wednesday, 7 September 2022 12:12 PM
To: Council <Council@parkes.nsw.gov.au>
Subject: COUNCIL - Request for Skydiving Operations PARKES 12th November 2022

Good Afternoon,
Skydive Oz will be embarking on travelling throughout NSW outer regions again since we haven't been able to travel for the past two years since the start of the Covid-19 pandemic.

Skydive Oz request the use of the following aerodrome for tandem skydiving operations for 2022;

PARKES - Saturday 12th November 2022 with Sunday 13th as a possible weather back up day if no good or if we book out on the Saturday we will open up availability to jump on the Sunday.

Please let us know if these dates clash with any major events.
There is no change to our aircraft or operations, we will have a maximum of three canopies per sortie and a max of 15 sorties per day. We will ensure that our operations do not delay any of the local operators, particularly RPTs and flying schools. We understand and acknowledge all the security requirements on the aerodrome - all instructors will carry ASIC cards and escort all passengers on and off the airfield. We will follow the CASA regulations.

I have attached our Certificate of Currency which includes \$20 million public liability coverage and indemnifies any council.

Let me know if you have any questions or need more information.



Michelle Norris
Administration Manager
p: 1300 185 180 m: 0438 185 180
a: P.O. Box 925 Moruya NSW 2537
www.skydiveoz.com.au



COUNCIL - Request for Skydiving Operations PARKES 12th November 2022

ATC Insurance Solutions Pty. Ltd.

Address: Level 11, 17 Castlereagh Street, Sydney NSW 2000

p: 02 9928 7102 f: 03 9867 5540 e: info@atcis.com.auw: www.atcis.com.au

ABN: 25 121 360 978 AFS Licence No. 305802

Certificate of Currency

This document certifies that the policy referred to below is currently intended to remaining force until 4:00pm on the expiry date shown and will remain in force until that date, unless the policy is cancelled, lapsed, varied or otherwise altered in accordance with the relevant policy conditions or the provisions of the 'Insurance Contracts Act 1984'.

Insurer: XL Insurance Company SE, Australia Branch - ABN36 083 570 441 (B0334SC3342021695)

Product Issuer: This policy is issued by ATC Insurance Solutions Pty. Ltd. (ACN 121 360 978, AFS Licence No. 305802) acting on behalf of XL Insurance Company SE, Australia Branch.

Insured: Australian Parachute Federation Ltd (APF) and/or affiliated Clubs, including their members, instructors/tutors, licensed riggers/packers, office bearers, directors and employees, APF Area Councils and APF Team Advancement Company.

Club Name: SKYDIVE OZ

Policy No. ATCSL-46375

Class of Insurance: Combined Liability Insurance

Policy Wording: Combined Liability Insurance (Claims Made) WRD132 v1.2

Period of Insurance: 20 Nov 2021 to 30 Nov 2022 at 4:00pm

Business Activities: Principally activities relating to the business and administration of Parachuting including participation and/or organisation of official events and training and/or Property Occupiers and/or all parachuting activities incidental thereto, and/or in which the Insured may become engaged.

Address/Situation: Unit 3, Portal Office West 2994 Logan Road
UNDERWOOD QLD 4119

Limit of Liability:

Professional Indemnity	\$10,000,000	each and every occurrence and in the aggregate
Public Liability	\$20,000,000	each and every occurrence
Products Liability	\$20,000,000	each and every occurrence and in the aggregate

Policy Territory: Worldwide excluding USA & Canada

Signature:

Tim Martin

Date: 23 November 2021

IMPORTANT: In arranging this certificate, we are acting under an authority given to us by the insurer named above to issue certificates on their behalf. It does not reflect in detail the policy terms or conditions and merely provides a very brief summary of the insurance that is, to the best of our know knowledge, in existence at the date we have issued this certificate. If you wish to obtain details of the policy terms, conditions, restrictions, exclusions or warranties, you must refer to the policy contract.

DISCLAIMER: In arranging this certificate, we do not guarantee that the insurance outlined will continue to remain in force for the period referred to as the policy may be cancelled or altered by either party to the contract at any time in accordance with the terms and conditions of the policy or in accordance with the terms of the 'Insurance

P: (03) 9258 1777

f: (03) 9867 5540

e: info@atcis.com.auw: www.atcis.com.au

15. REPORTS OF THE DIRECTOR PLANNING AND COMMUNITY SERVICES

15.1. (DPCS) Major Projects & Current Works - Progress Report as of 20 September 2022

Prepared By:

Director Planning and Community Services

Executive Summary

This report presents an update on the current major projects within the Shire being managed or undertaken by Council's Planning and Community Services Department.

The report outlines work that has been carried out over the past month and is provided for the information of Councillors.

Background Information

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

Legislative or Policy Implications

Nil.

Project Delivery Implications

The resolution in this report will primarily affect the Delivery Program Future Direction

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

Quadruple Bottom Line

The strategic objectives of the Community Strategic Plan have been broadly grouped into a Quadruple Bottom Line Framework of Economic, Social, Environmental and Civic Leadership categories

An assessment of the action/s contained in this report align with the following grouping.

 Economic	★★★★★	 Environmental	★★★★★
 Social	★★★★★	 Civic Leadership	★★★★★

Budget and Financial Implications

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

Recommendation

1. That the information be received and noted.

Report

Current major projects within the Shire being managed or undertaken by Planning and Community Services as of 20 September 2022.

Location	Project Description	Due Date	Budget	Forecast	Status
Parkes	Community Recycling Centre	30/4/21	150,000	150,000	Completed
	Comments	Final EPA signoff received. Public and official openings TBA			

Attachments

Nil

15.2. (DPCS) August 2022 Building Statistics

Executive Summary

During the month of August 2022 there were seventeen (17) Development Applications received totalling \$8,465,349.00 and twelve (12) consents were issued. Four (4) Complying Development Certificates were received totalling \$1,550,990.00 and four (4) consents were issued.

Recommendation

1. For the information of Council.

Report

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

Development Category	August 2022		August 2021	
	No.	Estimated Value	No.	Estimated Value
Commercial	3	\$6,659,362.00	3	\$1,714,000.00
Community Facilities	-	-	-	-
Industrial	-	-	1	\$150,000.00
Infrastructure	-	-	1	\$30,000.00
Tourist Development	2	\$5,000.00	-	-
Single Dwelling-house	2	\$1,592,250.00	5	\$2,487,905.00
Residential Alterations and Additions inc ancillary / outbuildings	8	\$198,737.00	7	\$658,336.00
Residential Other	-	-	-	-
Multi-Residential	-	-	-	-
Seniors Living	-	-	-	-
Subdivision only	2	\$10,000.00	-	-
Secondary Dwelling	-	-	-	-
Other inc demolition, earthworks, advertising structure	-	-	-	-
Mixed Development	-	-	-	-
Totals	17	\$8,465,349.00	17	\$5,040,241.00
FYTD Totals	32	\$10,868,500.82	23	\$5,257,176.50

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

Application No.	Address	Description
DA2022/0041	'Tennis Courts' Olive Grove Lane, Bogan Gate	Proposed Toilet Block Module
DA2022/0051	17 Narra Street, Peak Hill	Transportable Dwelling & Deck
DA2022/0062	38-40 Jones Street, Parkes	Subdivision (1 Existing Lot into 3 Lots)
DA2022/0066	230 Clarinda Street, Parkes	Alterations to Commercial Premises - Internal Fit Out & Installation of Business Identification Signage including minor demolition works
DA2022/0077	11 Boyd Circuit, Parkes	Proposed Depot & Retaining Walls
DA2022/0080	28 Blaxland Street, Parkes	Outbuilding - Shed
DA2022/0081	1 Yuwambi Close, Parkes	Dwelling - House
DA2022/0082	Lake Metcalf Road, Parkes	Dwelling - House (Manufactured Home)
DA2022/0083	70 Gold Lead Place, Parkes	Dwelling - House and Rainwater Tank
DA2022/0084	91 Woodward Street, Parkes	Installation of Rainwater Tank
DA2022/0085	39-41 Thomas Street, Parkes	Additions to Dwelling - Patio Cover
DA2022/0086	2 Banjo Place, Parkes	Additions to Dwelling - Deck & Patio Cover

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

Development Category	August 2022		August 2021	
	No.	Estimated Value	No.	Estimated Value
Commercial	-	-	-	-
Community Facilities	-	-	-	-
Industrial	-	-	-	-
Infrastructure	-	-	-	-
Tourist Development	-	-	-	-
Single Dwelling-house	4	\$1,550,990.00	-	-
Residential Alterations and Additions ancillary/outbuildings inc	-	-	-	-
Residential Other	-	-	-	-
Multi-Residential	-	-	-	-
Seniors Living	-	-	-	-
Subdivision	-	-	-	-
Secondary Dwelling	-	-	-	-
Other inc demolition, earthworks, advertising structures	-	-	-	-
Totals	4	\$1,550,990.00	0	\$0.00
FYTD Totals	5	\$1,990,565.00	1	\$250,000.00

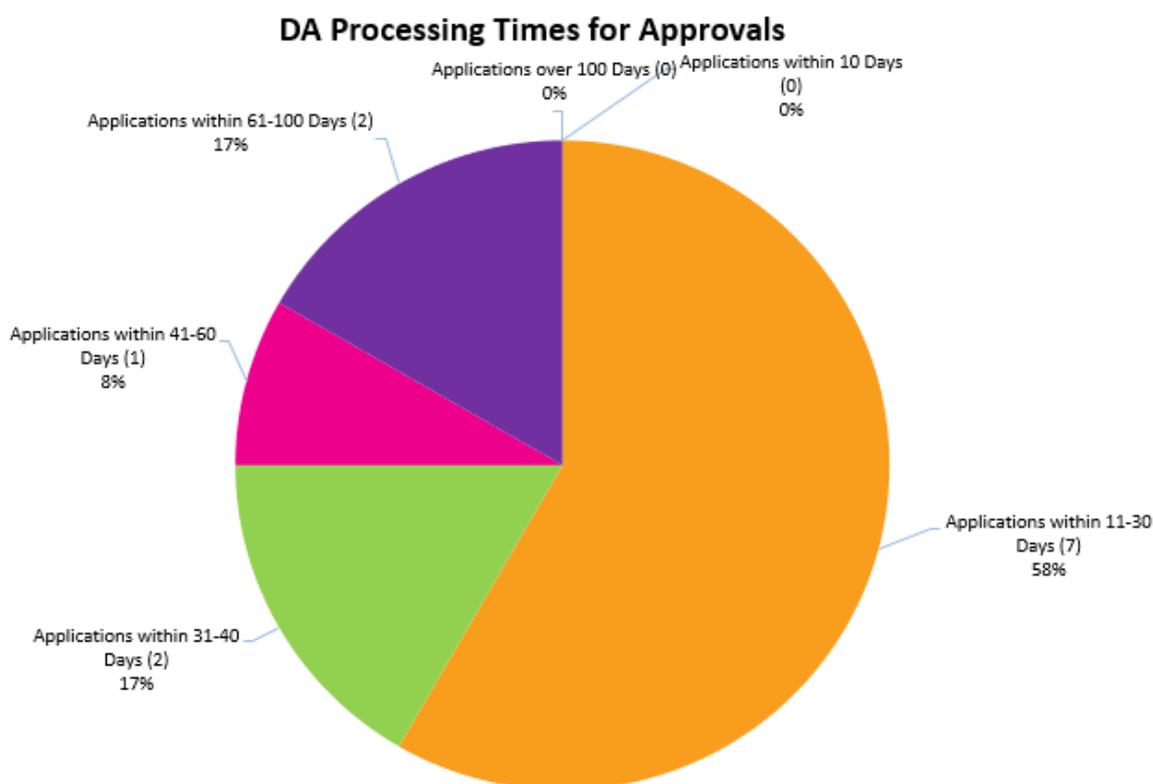
The following is a list of Complying Development Certificates which were issued in the month of August 2022.

Application No.	Address	Description	Certifying Authority
CDC2022/0029	4 Yuwambi Close, Parkes	Single story dwelling with attached Garage	Private Certifier
CDC2022/0030	14 Yuwambi Close, Parkes	Single story dwelling with attached Garage	Private Certifier
CDC2022/0031	6 Yuwambi Close, Parkes	Single story dwelling with attached Garage	Private Certifier
CDC2022/0032	8 Yuwambi Close, Parkes	Single story dwelling with attached Garage	Private Certifier

DA Processing Times for Approvals

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

It should be noted that a total of twelve (12) Development Applications have been approved with an average of 32.77 days.



Attachments

1. Development Activity Report - August 2022

DEVELOPMENT ACTIVITY REPORT – AUGUST 2022

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



LODGED

17 Development Applications

4 Complying Development Certificates



DETERMINED

12 Development Applications

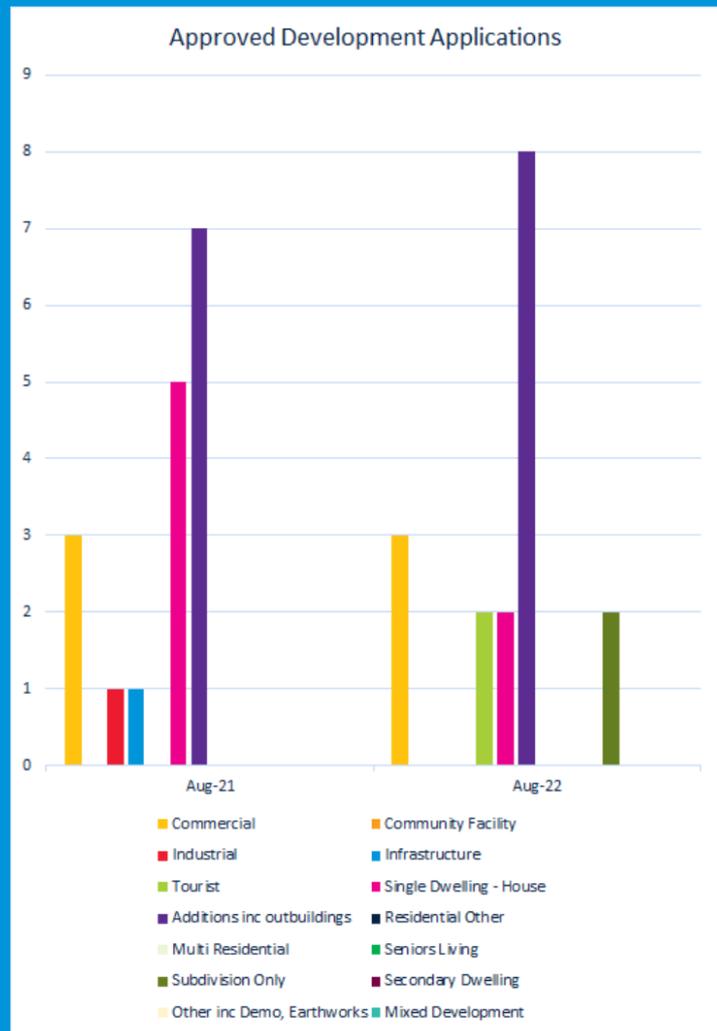
0 Complying Development Certificates

4 Private Certifier Complying Development Certificates



AVERAGE DEVELOPMENT APPLICATION PROCESSING TIME

THIS MONTH
32.77 DAYS



VALUE OF APPLICATIONS RECEIVED

\$10,016,339.00

It all adds up. **PARKES**



PARKES SHIRE COUNCIL

15.3. (DPCS) Adoption of draft Parkes Community Participation Plan

Prepared By:

Director Planning and Community Services

Executive Summary

In 2018 the EP&A Act introduced a requirement for Council's to prepare a plan that outlined how and when Council would engage the community across their planning functions. Council's current development application neighbour notification and public exhibition requirements have been reviewed.

A new, proposed public notification and exhibition framework has been developed and put into a stand-alone Community Participation Plan. Development types have been carefully reviewed and rationalised with consideration to legislative process timeliness of assessment. The Draft Community Participation Plan has been on public exhibition and is now ready to be adopted by Council.

Background Information

The Draft Community Participation Plan was on public exhibition from 4 May 2022 to 7 June 2022.

Legislative or Policy Implications

Refer to Legislative Acts or Council Policies that may be referred to in regard to this Report.

Budget and Financial Aspects

Nil

Recommendation

That the Draft Community Participation Plan be adopted by Council and in force from 4 October 2022.

Report

In 2018 the EP&A Act introduced a requirement for Council's to prepare a plan that outlined how and when Council would engage the community across their planning functions. Council's current development application neighbour notification and public exhibition requirements have been reviewed. A new, proposed public notification and exhibition framework has been developed and put into a stand-alone Community Participation Plan. Development types have been carefully reviewed and rationalised with consideration to legislative process timeliness of assessment.

The Draft Community Participation Plan was on public exhibition and is now ready to be adopted by Council. Council received one submission during the public exhibition of the Draft Community Participation Plan on the Your Say page.

The submission raised concerns with planning processes and the impacts they have on small businesses. A copy of the submission is attached.

Planning processes are legislated by the NSW State Government and therefore Council has limited power to change processes that apply to every local government area in NSW. The Draft Community Participation Plan aims to simplify planning processes by reducing unnecessary delays in the development assessment process.

Development types have been carefully reviewed and rationalised with consideration to legislative process timeliness of assessment. There is still the ability for an assessment officer to notify or publicly exhibit if site inspection reveals that there are concerns.

The Draft Community Participation Plan also proposes to no longer require development notices to be placed in the Parkes Champion Post and instead utilise online platforms such as Council's social media and website, as well as inclusion in the Peak Hill and District Times. This will provide more opportunities for the community to have a say, but reduce cost implications for paying for advertisements in the newspaper.

Attachments

1. Draft Community Participation Plan
2. Submission from D.Gibson

Attachment 1 - Draft Community Participation Plan





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INTRODUCTION

MAYORAL WELCOME

COMMUNITY PROFILE



Welcome to the
Parkes Shire
Council Community
Participation Plan.



MAYORAL WELCOME

Parkes Shire Council is committed to creating great places to live, work and play for all communities in the Parkes Shire.

Community participation is an integral part of the exercising of Council's planning functions. Early and effective engagement promotes community participation to ensure the best planning outcomes are reached.

Our Community Participation Plan sets out our approach for encouraging community participation and engagement with Council as the local planning authority. It outlines how Council will ensure that communities are given opportunities to have their say on planning assessments, plan making, policies or changes to regulatory frameworks.

Council is committed to having open, honest, respectful and truthful communication with the community and encourages the community to do the same. This Plan aims to increase levels of engagement in a way that the community expects and make it easier to understand how to participate in planning matters in NSW.

I thank the community for their continued participation in helping develop the projects that we will deliver over the next term of Council and beyond, to ensure it all adds up to a vibrant Parkes Shire.

Cr Ken Keith OAM
Mayor of Parkes Shire



COMMUNITY PROFILE

GEOGRAPHICAL AREA: 5919 SQ KMS
POPULATION: 15,000

- Parkes - 12096
- Inc. Cookamidgera,
- Alectown, Tichborne
- Peak Hill - 1150
- Trundle 666
- Tullamore 373
- Bogan Gate 307

Indigenous population - 10%

GENDER

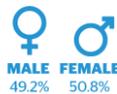
- 49.2% male
- 50.8% female

AGE

- Pre-school Children (0-4 years) 6.4%
- Primary School (5-11) 9.9%
- Secondary Schoolers (12-17) 8.1%
- Tertiary Education / Independence (18-24) 8.2%
- Young Workforce (25-34) 10.5%
- Parents / Homebuilder (25-49) 16.9%
- Older Works and Pre-Retirees (50-59) 13.6%
- Empty Nester and Retirees (60-69) 12.1%
- Seniors (70+) 14.2%

COMMUNICATIONS

- E-news subscriber - 4,215
- Your Say Subscribers - 1800
- Social Media Followers - 34,400, 4.61M reach annually
- Council website hits: 137,347 annually



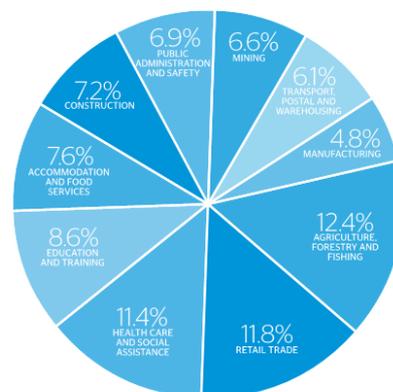
EMPLOYMENT

IN 2016 % OF POPULATION HAD THE FOLLOWING OCCUPATION:



6303 LABOUR FORCE
 2065 **PART TIME WORKERS**
 3644 **FULL TIME WORKERS**

INDUSTRIES BY EMPLOYMENT





WHAT IS A COMMUNITY PARTICIPATION PLAN?

A community Participation Plan (CPP) is intended to make it easier for the community to understand how to participate in planning matters in NSW. The requirement to prepare a CPP applies to all relevant planning authorities under the Environmental Planning and Assessment Act 1979 (EP&A Act).

A CPP sets out how and when planning authorities will engage with its community on the planning functions it performs (i.e. when Council is the consent authority). The CP must also set out the minimum public exhibition timeframes relevant to the planning authority that are provided in Schedule 1 to the EP&A Act.

RELATIONSHIP WITH THE PARKES COMMUNITY STRATEGIC PLAN (CSP)

The Parkes Community Strategic Plan (CSP) sits above all other Council plans and policies in the planning hierarchy and identifies the community's main priorities and aspirations for the future.

The Community Strategic Plan is produced by Council in partnership with and guided by the vision and priorities of the community. The Plan incorporates a suite of documents including a Delivery Program, Resourcing Strategy and Community Engagement Strategy.

The Community Engagement Strategy guides ongoing communication between Council and the community for planning for the future. The Community Engagement Strategy sets out Council's values when engaging with our community, including caring and friendly, open to new ideas, acting with integrity and respect and engaging and willing to work together.

It is intended that the Community Participation Plan will be an extension of Council's existing policy framework and further reinforce our community engagement principles. The CPP will provide information to the community on Council's community participation commitments and requirements under the NSW planning legislation.

COMMUNITY PARTICIPATION PRINCIPLES

The CPP is based on community participation principles which set the standard for how the community will be engaged. These principles are outlined in Section 2.23(2) of the EP&A Act and include:

- (a) The community has a right to be informed about planning matters that affect it.
- (b) Planning authorities should encourage effective and on-going partnerships with the community to provide meaningful opportunities for community participation in planning.
- (c) Planning information should be in plain language, easily accessible and in a form that facilitates community participation in planning.
- (d) The community should be given opportunities to participate in strategic planning as early as possible to enable community views to be genuinely considered.
- (e) Community participation should be inclusive and planning authorities should actively seek views that are representative of the community.
- (f) Members of the community who are affected by proposed major development should be consulted by the proponent before an application for planning approval is made.
- (g) Planning decisions should be made in an open and transparent way and the community should be provided with reasons for those decisions (including how community views have been taken into account).
- (h) Community participation methods (and the reasons given for planning decisions) should be appropriate having regard to the significance and likely impact of the proposed development.



HOW AND WHEN OUR COMMUNITY CAN PARTICIPATE

WHAT IS COMMUNITY ENGAGEMENT

VALUES WHEN ENGAGING WITH OUR COMMUNITY

OBJECTIVES AND GUIDING PRINCIPLES OF COMMUNITY ENGAGEMENT

WHAT FUNCTIONS DOES THE COMMUNITY PARTICIPATION PLAN APPLY TO?

DEVELOPMENT IN THE PARKES SHIRE WHERE COUNCIL IS NOT THE CONSENT AUTHORITY



WHAT IS COMMUNITY ENGAGEMENT

Community Engagement can be defined as any process that involves the community in problem-solving and decision making and uses this input to make better decisions.

Community Engagement is a two-way process that seeks to inform, identify issues and seek resolution with the community using a range of techniques.

Benefits of Community Engagement

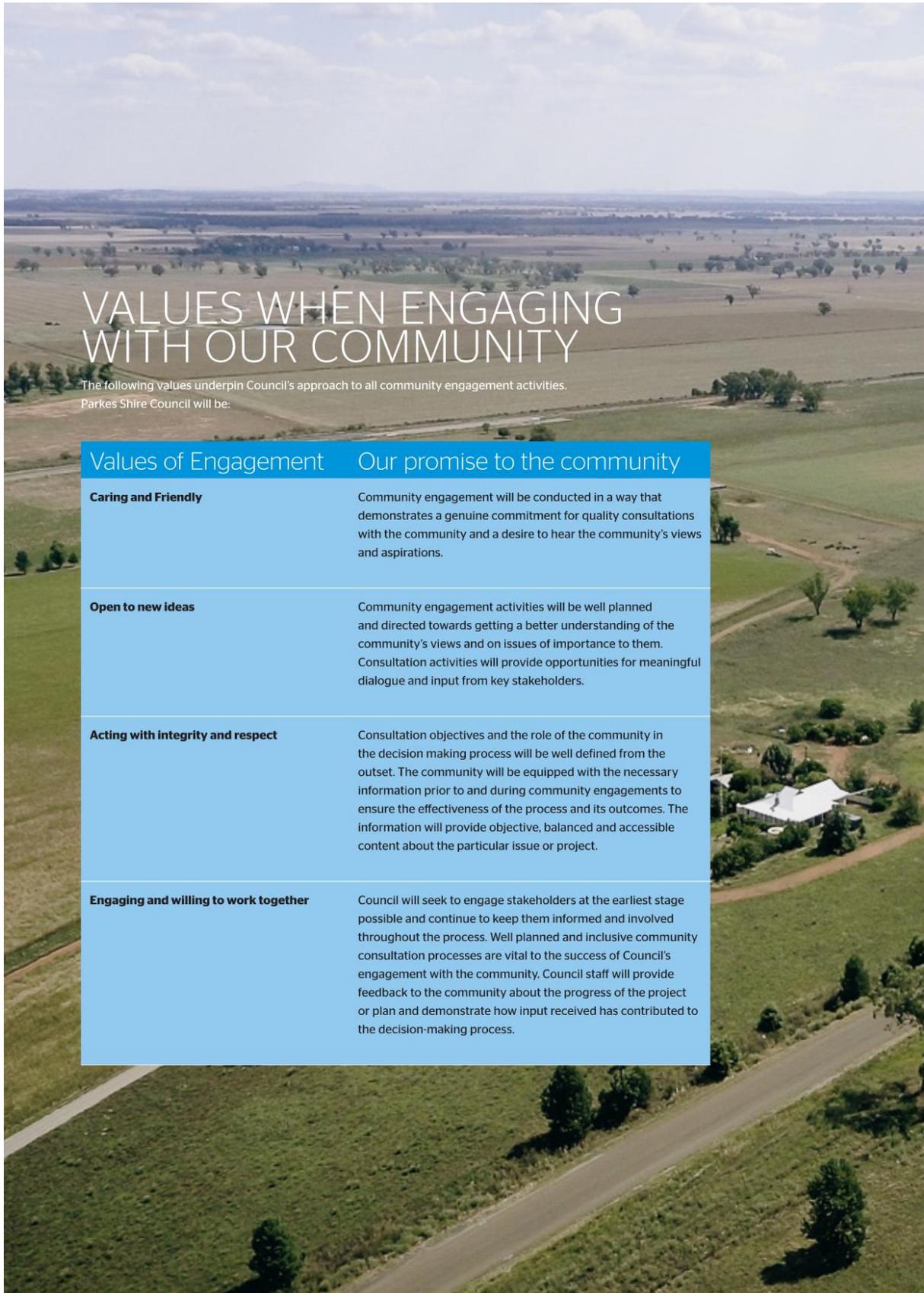
Parke Shire Council recognises that communities which are informed, consulted and empowered are successful communities. Successful community engagement will demonstrate a collaborative effort to resolve issues and plan for the future which will result in better outcomes for Council and the community. Community engagement complements the official electoral process and is a key method for participatory democracy.

Decision making is improved - Better decisions are made when we have information and all points of view have had the opportunity to be heard. Where feasible and desirable, Council's decisions need to match the needs and aspirations of the community.

It builds trust - Trust and understanding grows in an environment where engagement and involvement is taken seriously.

It builds networks - When we work together we meet other people, build relationships and have the opportunity to form purposeful networks.

It helps create stronger communities - Trusting, confident and involved communities are stronger and able to respond to change and circumstances "together" using their combined resources on potential solutions.



VALUES WHEN ENGAGING WITH OUR COMMUNITY

The following values underpin Council's approach to all community engagement activities. Parkes Shire Council will be:

Values of Engagement	Our promise to the community
Caring and Friendly	Community engagement will be conducted in a way that demonstrates a genuine commitment for quality consultations with the community and a desire to hear the community's views and aspirations.
Open to new ideas	Community engagement activities will be well planned and directed towards getting a better understanding of the community's views and on issues of importance to them. Consultation activities will provide opportunities for meaningful dialogue and input from key stakeholders.
Acting with integrity and respect	Consultation objectives and the role of the community in the decision making process will be well defined from the outset. The community will be equipped with the necessary information prior to and during community engagements to ensure the effectiveness of the process and its outcomes. The information will provide objective, balanced and accessible content about the particular issue or project.
Engaging and willing to work together	Council will seek to engage stakeholders at the earliest stage possible and continue to keep them informed and involved throughout the process. Well planned and inclusive community consultation processes are vital to the success of Council's engagement with the community. Council staff will provide feedback to the community about the progress of the project or plan and demonstrate how input received has contributed to the decision-making process.

OBJECTIVES AND GUIDING PRINCIPLES OF COMMUNITY ENGAGEMENT

The following guiding principles will ensure effectiveness of Council's engagement process and outcomes:

Objective	Guiding principles
1 Community engagement will be timely	Engagement activities are held at convenient times so that as many people as possible can participate. Engagement is planned so that enough time is allocated to the process so input can be considered and not rushed.
2 Inclusive and accessible information	<p>Consider groups whose voice may not normally be heard in community discussions. This might include people with disabilities, Aboriginal communities, people from culturally or linguistically diverse backgrounds, young people, people in geographically isolated areas, and the elderly.</p> <p>Provide clear, concise information that is easy to read and understood by a wide range of audiences. Use a variety of methods that enable our community to get involved by using a range of channels to reduce potential barriers relating to participation.</p>
3 People are heard and not just listened to	Facilitate two-way engagement processes that seek to inform, identify issues and seek resolution with the community.
4 Expectations are well managed	Purpose of engagement is clearly defined from the outset and the community understands their role in the decision-making process.
5 Feedback is part of the process	Following engagement activities, the community will be provided with feedback about the progress of the project or plan and advised on how their input will contribute to the outcome or decision.
6 Not a 'one size fits all'	Stakeholders are defined for engagement activities to determine appropriate process and mediums for engagement to encourage participation.
7 Learning is central	<p>Use community engagement as an opportunity to learn more about our community and their priorities.</p> <p>Educate internal and external stakeholders on community engagement processes and ensure staff are adequately trained to plan effective engagement.</p>

These guiding principles demonstrate regard to the Community Participation Principles as set out in Section 2.23(2) of the EP&A Act applicable throughout the Parkes Shire.

WHAT FUNCTIONS DOES THE COMMUNITY PARTICIPATION PLAN APPLY TO?

In accordance with the requirements of the EP&A Act, Council's planning functions are primarily divided into two streams, strategic planning, and statutory planning (development assessment). Key aspects of these functions are summarised below:

Strategic Planning

Strategic planning is an essential function of Council whereby we set the strategic direction, vision and goals for the region from a land use perspective. Examples of this work include the Parkes Local Strategic Planning Statement, amendments to the Parkes Local Environmental Plan 2012, the Parkes Development Control Plan 2021, Parkes Housing Strategy 2021 and developer contributions plans.

Development Assessment

Council is the consent authority for local development (other than for complying development, some designated development and State significant development).

Local development is the most common type of development in NSW and involves consideration and assessment of a wide range of development types from dwelling and subdivisions to large scale commercial, retail and industrial developments. Most local development applications are determined by Council.

DEVELOPMENT IN THE PARKES SHIRE WHERE COUNCIL IS NOT THE CONSENT AUTHORITY

There are some planning matters that Parkes Shire Council is not the consent authority, such as some types of development within the Parkes Special Activation Precinct and State Significant Development. Any community participation associated with these types of development is determined by the NSW Department of Planning and Environment.



MANDATORY COMMUNITY PARTICIPATION REQUIREMENTS

The following tables provide the mandatory minimum exhibition timeframes for the planning functions and documents that this community participation plan applies to, as set out in Schedule 1 of the Environmental Planning and Assessment Act 1979. The Environmental Planning and Assessment Regulation 2000 may amend Part 1 of Schedule 1 to prescribe additional mandatory requirements for community participation or to make other changes to that part.

Minimum Public Exhibition Periods for Strategic Planning Documents	
Document Type	Minimum Exhibition Period
Draft Community Participation Plans	28 days
Draft Local Strategic Planning Statement	28 days
Planning proposals for local environmental plans subject to a gateway determination	28 days or as specified by the gateway determination which may find, due to the minor nature of the proposal, that no public exhibition is required
Draft Development Control Plans	28 days
Draft Contribution Plans	28 days

Minimum Public Exhibition Procedures for Development Applications	
Document Type	Minimum Exhibition Period
Application for development consent (other than for complying development certificate, designated development, or state significant development).	14 days except where the application is exempt from public exhibition or notification as specified below.
Application for development consent for designated development	28 days
Application for modification of development consent that is required to be publicly exhibited by the regulations	14 days, or where determined by a delegated officer that due to the minor nature of the proposal no public notification is required.
Environmental impact statement obtained under Division 5.1	28 days



NEIGHBOUR NOTIFIED DEVELOPMENT

Parke Shire Council will notify the following types of development applications:

Any application seeking a variation to the development standards in the Parkes Development Control Plan 2021.

Agricultural produce industry (not in a commercial or industrial zone).

Commercial or industrial development in or adjacent to residential land or sensitive land uses.

Commercial development (in a commercial zone) where the development will adjoin a residential zone (excluding change of use and minor internal alterations and additions).

Dwellings, two storey and greater in the R1 General Residential or RU5 Village zone.

Food and drink premises (not in a commercial zone).

Health consulting rooms / health services facility (not in a commercial or village zone or health precinct).

Hostel.

Industry (in an industrial zone) where the development will adjoin a residential zone.

Mixed-use development (not in a commercial or industrial zone).

Multi-dwelling, dual occupancy and secondary dwellings.

Restaurant / café (not in a commercial or zone).

Seniors housing.

Swimming pools in the R1 General Residential or RU5 Large Lot Residential zone.

Temporary use of land.

Tourist and visitor accommodation.

Torrens title subdivision creating two lots or more.

Veterinary hospital (not in a commercial or village zone).

Vehicle repair station / vehicle sales or hire premises (not in an industrial, village or commercial zone).

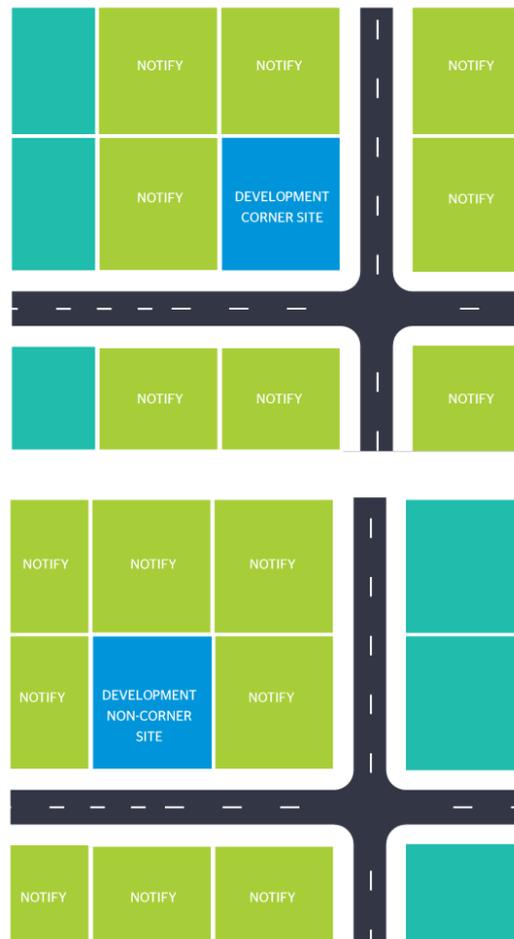
Home business, home occupation and home industries.

Persons to be notified

For Development Applications requiring neighbour notification, written notification of the proposed development will be provided to:

The owner(s) or occupiers of land immediately adjoining or adjacent to the subject land (as shown on Council's Property and Rating System at the time of notification) including land that is separated from the subject land by a watercourse, road, pathway, driveway, railway or similar thoroughfare. The diagram right illustrates the approach.

Where more than one person is listed as the owner, written notification to one of the owners, is taken to be a notice to all of the registered owners.



Information to be neighbour notified

For Development Applications or Modification Applications requiring neighbour notification under the plan, the following information shall be included in the written notification letter to any person(s) entitled to be notified:

- a. The property description and address of the site which is the subject of the Development Application.
- b. A description of the proposed development.
- c. The name of the applicant and name of the consent authority.
- d. An invitation to inspect the Development Application.
- e. Details of where the Development Application can be inspected.
- f. A statement that any person may make a written submission in relation to the Development Application.
- g. The time within which written submissions must be received by Council.
- h. Advice that the content of written submission may be included in a report to Council.
- i. Advice that Council is subject to the Government Information (Public Access) Act 2009 and that copies of written submissions may be made available to any person entitled to lodge an application under this legislation.

All written neighbour notification letters must be accompanied by plans of the development proposal which show, as a minimum:

For development involving the erection of a building or carrying out of a work:

- a. Scaled site plan showing the relationship of the proposed building to the property boundaries, existing buildings or structures on the site and other features such as trees and fences.
- b. Scaled elevations sufficient to delineate the height of and external configuration of the building in relation to the site on which it is proposed be erected.
- c. Accurate dimensions relating to the size, height and position of the building on the site, and clear differentiation between existing and proposed structures or works.

For development involving the subdivision of land

- a. Scaled site plan showing the proposed allotment boundaries, existing buildings or site features such as trees and fences, and relationship of the site to the public road network.

All written neighbour notification letters must also be accompanied by a copy of the Statement of Environmental Effects that was lodged with the Development Application or Modification Development Application.

WHAT IS PUBLICLY ADVERTISED DEVELOPMENT?

Public advertised development is development that is subject to the neighbour notification requirements of the plan and must also be advertised and available on Council's website.

The following development is advertised development for the purposes of this plan:

Any development where Parkes Shire Council is either the applicant for consent or is the landowner.

Significant development involving heritage items.

Medium density housing types involving three or more dwellings.

Torrens subdivision involving the creation of more than 10 new allotments.

Amusement centre.

Animal boarding or training establishment (more than 20 animals).

Brothel.

Camping ground or caravan park (not temporary in nature).

Centre-based child care facility.

Correctional centre.

Crematorium.

Depot (not in an industrial or business zone).

Educational establishment.

Entertainment facility.

Extractive industry.

Feedlot.

Function centre.

Hazardous storage establishment.

Heavy industrial storage establishment.

Heavy industry.

Helipad.

Highway service centre.

Hospital.

Hotel or motel accommodation (not in a commercial zone).

Intensive livestock agriculture.

Liquid fuel depot.

Medical centre (not in a commercial or village zone or health precinct).

Mine.

Neighbourhood shop / supermarket (not in a commercial zone).

Offensive industry / storage establishment.

Passenger transport facility.

Places of public worship.

Pub (not in a commercial zone).

Recreation facilities.

Restricted premises.

Rural industries.

Sawmill.

Service station.

Waste or resource management facility.

How Council will advertise a development application

The Environmental Planning and Assessment Regulation 2000 has been updated to no longer require Council to notify the public of various planning matters through local newspapers. This is due to a broader industry trend away from hardcopy to digital media. Local newspapers have been transitioning to online-only delivery, often with a paywall, or suspending publication entirely.

The Parkes Shire community is geographically sparse and rely on various methods to be informed of what is happening in their local communities. To provide consistency across the Shire, development applications will be advertised on Council's website, as well as a notice placed in the Council Administration Centre, 2 Cecile Street, Parkes. Development applications will also be advertised through Council's social media channels ie. Facebook.

Where public advertising dates and publication dates can be coordinated, a notice will be placed in the Peak Hill Times for any development applications for development in Peak Hill that require public advertising.

Public exhibition period

Where a Development Application or Modification Development Application is required to be publicly advertised under this plan, the application shall be made available for inspection for a period of not less than fourteen (14) calendar days (public holidays excluded), commencing from the date on which the public notice was placed on Council's website.

Places of inspection

During the public exhibition period, any person may inspect, free of charge, an application which is publicly advertised under this plan, at the following places:

- a. Parques Shire Council, 2 Cecile Street, Parkes NSW 2870
- opening hours Mon-Fri 8.30am to 5.00pm.
- b. Parques Shire Council website www.parkes.nsw.gov.au

Information to be publicly exhibited

During the public advertising period, Council must make available, upon request, extracts of the Development Application or Modification Development Application to any interested persons. This information shall include:

- c. Details of the applicant and the land to which the application relates.
- d. Plans of the development proposal.
- e. Where relevant, a copy of the Statement of Environmental Effects accompanying the application or extracts thereof may be made available at copy cost.



MAKING OF SUBMISSIONS

Submissions in respect of a Development Application or Modification Development Application that is notified under the plan must be received by Council within fourteen (14) calendar days of the date appearing on the written notification letter, or alternatively within such additional period as may be deemed appropriate by the Council or its delegated officers. Public holidays are excluded from this period.

A submission may be made by any person whether or not that person has been or is entitled to be given notification of the application under the plan.

Submissions must be made in writing and must clearly indicate the name and address of the person making the submission. The submission should relate directly to the application and if the submission is by way of objection, it must state the reasons for objection. Any submissions received by Council may be:

Referred to the applicant for consideration

The subject of freedom of information requests under the Government Information (Public Access) Act 2009

Included in Council Business Papers (i.e. made public)

All submissions must be addressed to:

**General Manager,
Parkes Shire Council,
2 Cecile Street,
Parkes NSW 2870.**

Council reserves the right not to consider anonymous submissions.

Consideration of submissions

Where a submission is received in relation to a Development Application or Modification Development Application that has been neighbour notified under the plan, and that submission has been received within the period allowed for the making of submissions under the plan, Council must consider that submission prior to the application being determined.

Nothing in the plan prevents Council or its delegated officers from considering a submission that is received outside of the period allowed for making submissions under this plan, provided the application has not already been determined by Council.

The content of any submission received by Council in relation to an application that has been neighbour notified under this plan will be considered in full as part of an assessment report for the application.

If the issue(s) raised in the submission cannot be resolved in full as part of the assessment process, the application will be presented at a monthly meeting of the Council. The terms of any submission(s) will be summarised in the assessment report by the authorised officer. Council is not bound to adopt or support a submission when making its determination.

Amendment of a development application post notification

For Development Applications or Modification Applications that are amended post neighbour notification and at any time prior to determination, the application will be re-notified in accordance with the plan when it is considered that there will be an additional likely environmental impact.

If, in the opinion of Council or its delegated officers, the likely environmental impact is the same or will be reduced as a result of the amendments, the application will not need to be re-notified under this plan.

If an application is withdrawn by the applicant and a subsequent application is made, the new application will need to be notified under the plan, as if the previous application had not been made.

Notification of determination of applications

Any person who makes a submission in relation to a Development Application or Modification Development Application that is notified under the plan must be provided with written notification of the following:

- a. Receipt of the submission by Council.
- b. Determination of the application, as soon as possible after that determination has been made.

Section 8.2 review applications

Where an applicant requests Council to review a determination of a Development Application or Modification Development Application in accordance with the requirements of Section 8.2 of the Environmental Planning and Assessment Act 1979, the review application must be neighbour notified / publicly advertised in the same manner as the original application. All persons who made submissions in relation to the original application must be notified, as per the address identified on their original submission.

Petitions

Where a petition is received in relation to a Development Application, Modification Development Application or Section 8.2 Review Application, the head petitioner will be acknowledged for the purpose of future contact as to the progress of the application. Where a head petitioner is not nominated, one will be selected by Council or its delegated officers. Only the head petitioner will be advised of the determination of the application.

The petition will be counted as a single submission.

Extension of notification and public advertising periods

Council will always exhibit a planning matter for the mandatory minimum timeframes set under the EP&A Act, the EP&A Regulations and Council's Local Requirements as outlined above. In some circumstances, Council may consider an extended public exhibition timeframe based on the scale and nature of the proposal.

Public exhibition timeframes are in calendar days and include weekends. If the public exhibition period is due to close on a weekend or a public holiday, Council will extend this finish on the next working day.

The period between 20 December and 10 January (inclusive) is excluded from the calculation of the public exhibition period.

If a particular matter has more than one different exhibition or notification periods that apply, the longer period applies.

Notification to properties in adjoining LGA's

Where adjoining properties not within the Parkes Local Government Area are considered to be affected by a Development Application or Modification Development Application made in relation to land in the Parkes Local Government Area, the owner(s) of such properties will be notified in accordance with the provisions of this plan. Parkes Shire Council will liaise with the adjoining Local Government Authority and endeavour to have the details of requested properties received within 48 hours of the request.





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Attachment 2 - Submission re Draft Community Participation Plan - D.Gibson

10th May 2022

Attn: General Manager
Parkes Shire Council
PO Box 337
Parkes NSW 2870

In regards the Participation Plan, Please know that your planning process is exceptionally convoluted and as we all have the demands of life required to simply stay afloat in small business, you will have the result of business closing down and moving to neighbouring towns. I say this as I have spoken with members of our community who have expressed the same. We don't need an international perspective locking us into ridiculous controls. You need to review your strategy and decide if the little aspects of any project small business cares to develop for the betterment of our people are necessary and can simply be considered and moved forward on without incredible amounts of paperwork. As I alluded to, small business will decide to either close or move away leaving gaping holes in our community's livability options which will transfer to the mental wellbeing of our people through lack of sales and interoperability, e.g. a cafe closes and a dress shop loses some sales. A slippery slope you are walking especially with interest rates beginning their climb. Please think on what I have said

Regards

Darrin Gibson

16. NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

16.1. Notice of Motion - Costings of Parkes Waste Facility Operations (Cr G Wilson)

Submitted by

Councillor Glenn Wilson

Report

On DD August 2022, Cr Wilson wrote to the General Manager submitting the below Notice of Motion for the September Ordinary Meeting.

Cr Wilson has submitted the following background information:

"Several building contractors have complained that they are unable to dispose of builders' rubbish at the waste facility on a Monday, which at times delays their working schedule.

Residents that mow their lawn on a Sunday, and finish later on the evening, are unable to dispose of the cuttings until Tuesday.

If Council staff operate on a nine-day fortnight, then even now there would be a rotation of staff to have the waste facility operate on a 12 fortnight presently."

Comments from General Manager or Director

As part of original RFT and ensuing contract terms discussion and final determination, the provision of the facilities closure on Mondays was negotiated and ultimately resolved by Council.

The request for costings to review this condition of contract will require several aspects to be investigated including:

1. Contract Variation costs, including legal and operational
2. Contractor acceptance
3. Increased staffing levels
4. Operational activities including ability to have limited access for specified waste streams or general public access

The consideration of these changes will involve consultation with several parties and include both financial and staff operational matters. These aspects will need to be dealt with due consideration of the confidential nature of the requests

It is seen as appropriate for the request be investigated and both the financial considerations and operational considerations be provided to the Waste Committee for their consideration and appropriate recommendation to Council.

Motion

That Council:

1. Request the General Manager supply Councillors with costings to have the Parkes Waste Facility open on a Monday, in addition to the current six days a week it currently operates.
2. Request the General Manager supply Councillors with costings to have the Parkes Waste Facility open on Monday, only for those products that do not require being covered with earth, such as builders' waste, grass cuttings, tree branches, scrap metal and white goods.

Attachment

Nil.

16.2. Notice of Motion - Monthly Warrant of Expenditure (Cr G Wilson)

Submitted by

Councillor Glenn Wilson

Report

On 24 August 2022, Cr Wilson wrote to the General Manager submitting the below Notice of Motion for the September Ordinary Meeting.

Cr Wilson has submitted the following background information:

"At present the monthly figures, which contain good information as a final figure, do not supply any information to Councillors, as to where the funds are being spent, and for what value to the residents and ratepayers, and whether in the opinion of Councillors, good value.

I was informed that Parkes Shire Council used to supply Expenditure warrants in previous years to Councillors. This needs to recommence as,-

A Parkes Councillor at present is not able to perform their duties in this area, as described in the Local Government Act 1993, or in the current Councillor Handbook December 2021, as issued by the Office of Local Government, and acknowledged by the Minister, the Honourable Wendy Tuckerman."

Comments from General Manager or Director

Section 223 of the *Local Government Act 1993* ("the Act") outlines the role of Council's governing body, which includes, amongst other responsibilities, *"to ensure to ensure as far as possible the financial sustainability of the Council"*.

The [Councillor Handbook](#) published by the Office of Local Government, as referenced by Cr Wilson, provides the following (refer page 65):

"Although Councillors are responsible and accountable for the financial management of a Council, Councillors should not be involved in the detailed assessment of complex financial figures.

Rather, Councillors are responsible for making strategic decisions in relation to the financial management of the Council that determines or affects the types of services, level of services and the strategic direction of the Council."

Accordingly, approval of this Motion is contrary to the higher-order strategic role expected by the OLG of an elected Councillor. Council's governing body makes strategic decisions with respect to the organisation's financial management through developing and adopting the Integrated Planning and Reporting ("IP&R") framework, including the 10-year Long Term Financial Plan and annual Operational Plan (including the organisation's annual budget, Revenue Policy and schedule of fees and charges).

Section 335 of the Act clarifies that the role of the General Manager includes responsibility for *"the day-to-day management of the Council in accordance with the strategic plans, programs and strategies and policies of the Council"*.

Councillors are provided with a range of regular reports to support them in discharging their responsibilities under the Act, including half-yearly progress reports to Council on the implementation of the Delivery Program and Operational Plan; Quarterly Budget Review Statements; and monthly reports on Council's investments and borrowings. Indeed, in its publication titled [Quarterly Budget Review Statement for NSW Local Government](#), the OLG has clarified the role of the Quarterly Budget Review Statement in supporting Councillors to (refer page 4):

"A quarterly budget review should act as a barometer of Council's financial health during the year. It needs to adequately disclose Council's overall financial position, provide sufficient information to Enable informed decision making while ensuring transparency in decision making. It is also a means by which Councillors can ensure that Council remains on track to meet its objectives, targets and outcomes as set out in its Operational Plan."

A monthly report to Councillors that lists what expenses were incurred in the day-to-day operation of Council's organisation over the previous month will not provide Councillors with strategic information, as it focuses on what has already happened. Instead, Councillors are provided - both at Ordinary Meetings, and through informal means such as Councillor Workshops - briefings on Council's projects, services and events, both planned and underway, including updates on how those projects, services and events are tracking to budget. Any financial concerns or implications are identified by Council Officers in their reports to Council.

Motion

That Council:

1. Request the General Manager provide, through the Chief Financial Officer, supply Councillors at each Ordinary Meeting a written warrant of expenditure for the previous month, detailing the expenditure during that period for:
 - Contractors engaged by Council, and to what product and quantity of supplied materials;
 - The rental of equipment, such as road building equipment/plant;
 - The purchase of general goods and services;
 - Any extra ordinary purchase;
 - The rental of any buildings;
 - The payments to any Consultant to council, and the service provided; and
 - The monthly payments to contractors for tendered works and for what works completed.

Attachment

Nil.

16.3. Notice of Motion - Medlyn Street Footpath Construction (Cr G Wilson)

Submitted by

Councillor Glenn Wilson

Report

On 24 August 2022, Cr Wilson wrote to the General Manager submitting the below Notice of Motion for the September Ordinary Meeting.

Cr Wilson has submitted the following background information:

"There is an urgent need for this to be done for the following reasons:

- There is no footpath at all in this area, It is quite steep, and the water erosion has cut grooves in the ground and has loose gravel.*
- There are school children slipping over on this area on a regular basis.*
- The water currently runs off the current Council bare area and into the fence of 18 Medlyn Street and then runs into the back yard and floods their back yard.*

The footpath should be two meters wide and 120 millimetres thick with mesh and joints with dowl bars.

As there is a lot of water flow down this slope, causing erosion, and a superior footpath construction will be required to stop it being undermined, and breaking up and moving. The area under the footpath should be built up and compacted and profiled, to cause the water to run off to the gutter in Medlyn Street from the concrete footpath.

The funding for this footpath could come out of the funding mentioned at recent council meetings that has been set aside for footpaths. There are footpaths being replaced right now that have a much lower need to be replaced, then in comparison to this need for a new footpath.

I requested in writing months ago, via the General Manager, that Council look at this very same requirement for this footpath, and not received any reply. Therefore, I request the Governing Body of the Council, at the September Council meeting, approve and direct such work to be carried out as a matter of urgency."

Note: In his correspondence to the General Manager, Cr Wilson included further background information, which contained personal and health information of members of the public. Publication of such information by Council in this Business Paper may constitute a breach of the *Privacy and Personal Information Protection Act 1998* and *Health Records and Information Privacy Act 2002*, and as such, has not been included.

Comments from General Manager or Director

In 2016, Parkes Shire Council formally adopted its Pedestrian and Cycling Strategy which was developed to identify a range of infrastructure improvements and social initiatives, whilst aimed at enhancing pedestrian and cycling opportunities. The strategy proposed targeted improvements that were assessed against evaluated criteria to have the most benefits and user support. The Pedestrian and Cycling Strategy represents the findings of Councils extensive review of latest trends and initiatives for all users including pedestrians and cyclists, as well as findings from community engagement, audits and local conditions.

The aim and objectives of the strategy aims to make pedestrian and cycling activities a safe, healthy and attractive travel option. The specific objectives are more detailed in the document.

The strategy also covered the townships of Peak Hill, Trundle and Tullamore where existing pedestrian facilities existed.

The needs of pedestrians and cyclists are not all the same, the different needs must be considered when planning active movement across the Shire, which included mobility and access facilities for disabled and older users within the community. Key generators were considered during the development of the strategy and these generators have been divided into the following four groups:

1. Primary Activity Area - This included the CBD, and business districts of towns, public amenities etc
2. Secondary Activity Area - This included schools, shops, sporting precincts, hospitals, clubs churches etc
3. Primary Routes - This included key routes from residential areas to connect with primary or secondary areas, to form a base collector network
4. Hazard Areas = This included analysis of crash data, consultation, incident reports or pedestrian and cycling known constraint areas

Following the consultation process, the facilities and treatments identified to create a cohesive, safe, direct, attractive network formed the basis of the proposed infrastructure improvements. These improvements were then reviewed through a multi criteria analysis approach to identify priorities and scoring of individual projects resulting in a ranking of projects. The ranking of these projects has then formed the basis of Councils ongoing infrastructure upgrade program, supporting grant applications and where other funding options are derived.

Whilst Council has been progressively completing these priority projects, there has been approximately 25% of these projects delivered (Parkes only in this list as township projects have been delivered also separately)

Council continues to review the priority list and is scheduling the current financial years priorities to be included in this year's program. The project listed in the notice of motion is not included in the adopted plan and therefore has not been deemed a project of high importance during the previous consultation and preparation of the strategy. The strategy is currently under review and if funded new rounds of consultation will be developed to identify any new key areas for infrastructure upgrades.

Motion

That Council:

1. Approve a section of new concrete footpath in Medlyn Street, on the northern side opposite the Middleton School, starting on the flat area, at least two metres west of the boundary on 18 Medlyn Street and continuing east to join with the current footpath that terminates approximately 44 metres along, which shall be two metres wide and 120 millimetres thick with mesh and joints with dowl bars.
2. Require the footpath construction works be completed within three weeks of the Council meeting at which the works are approved.

Attachment

1. Pedestrian Plans - Medlyn



Map Sheet 7

PARKES TOWNSHIP Active Movement Plan

LEGEND

PROJECT DESCRIPTIONS

- P1 Shared Path Reid St - Renshaw McGirr Way to East St
- P2 Memorial Hill shared path replacement
- P3 Shared path central playing fields precinct
- P4 Hooley St shared path
- P5 Cyclist signage Cookamigera loop
- P6 Cyclist signage Tanks Lane loop
- P7 Kneel Park Activity Centre
- P8 East St pedestrian and cycling on road path
- P9 Kelly Rd shared path link / extension
- P10 Renshaw McGirr Way shared path
- P11 Golden Bar activity centre shared path
- P12 Golden Bar flow trail signage and wayfinding
- P13 Ovals connector path
- P14 Warr St footpath link
- P15 Parkes Primary School to Holy Family School footpath link
- P16 Currajong St footpath extension
- P17 Pac Park to Harrison oval shared path link
- P18 Newell Highway pedestrian link
- P19 Western ring road shared path links
- P20 Thomas St shared path link
- P21 Hospital to Harrison Park shared path extension
- P22 Back Yamma Rd shared path link
- P23 Victoria St shared path link
- P24 Southern Cross village shared path
- P25 Orange St pedestrian and cycling on road path
- P26 Pac Park exercise equipment
- P27 Bogan St / Court St pedestrian improvements
- P28 Middleton School shared path
- P29 Browne St footpath - Hill St to High St
- P30 Bogan St shared path crossing at Baker St
- P31 Parkes High School - High St / Forster St pedestrian crossing
- P32 Kelly Reserve outdoor exercise equipment and shared paths
- P33 Bogan St shared path
- P34 Clarnnda St shared path to Pac Park Incl. weir crossing
- P35 Pioneer Oval shared path link
- P36 Outdoor exercise equipment
- P37 Bicycle racks - various locations
- P38 Pedestrian crossing improvements - various locations
- P39 Parkes Golf Course shared path link
- P40 Ovals precinct outdoor exercise equipment

17. CONFIDENTIAL MATTERS

17.1.(DO) Design and Construction of Stephen Davies Field - Contract #PSC2022/059

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: -

- (d) commercial information of a confidential nature that would, if disclosed
- (i) prejudice the maintenance of law.

Tender details, should they be revealed, may result in commercial disadvantage to parties involved in the tender process. Tenderers have provided sensitive information about their operations in the confidence that their details will not be made public by council. The practice of publication of sensitive information provided by tenderers could result in the withholding of such information by tenderers and reduction in the provision of information relevant to council's decision.

17.2.(DO) Committee Minutes - Economic Development Committee Meeting 20 September 2022

Prepared By:

Acting General Manager Ben Howard

Reason for Confidentiality

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

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

Executive Summary

Minutes of the Economic Development Committee meeting held on Tuesday, 20 September 2022 are attached for Council's consideration. Due to the Minutes containing confidential information, they have been distributed to Councillors under separate cover.

17.3. (Mayor) General Manager Performance Review - 30 June 2022

Prepared By:

Director Customer, Corporate Services and Economy

Reason for Confidentiality

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

(a) personnel matters concerning particular individuals (other than Councillors).

18 REPORT OF CONFIDENTIAL RESOLUTIONS

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

19. CONCLUSION OF MEETING