

Committee Framework – Annexure A: Internal Committee Details

This Annexure provides details about the current Council committees. See also the [Council Policy - Committee Framework](#).

Statutory Committees (last adopted 17 December 2024 [OCM 386-24])						
Statutory committees are prescribed by NSW legislation, and their functions are prescribed by guidelines or frameworks.						
Committee	Legislation & Guidelines	Committee Composition	Members	Administrator	Sponsor	Meeting Dates
Audit, Risk and Improvement Committee Terms of Reference: 1904317	Local Government Act 1993, Section 428A OLG: Risk Management and Internal Audit Framework	Representatives include: One (1) Councillor Non-Voting Delegate	Councillor Delegates: Cr Marg Applebee (<i>Deputy Mayor</i>) Cr Joy Paddison (<i>Alternate</i>)	Manager Governance, Risk and Corporate Performance	Director Customer, Corporate Services & Economy	Meeting dates are scheduled bi-monthly 25 February 2026 29 April 2026 29 July 2026 August 2026 (TBC) 23 September 2026 25 November 2026
		Independent Members: One (1) Independent Prequalified Chair Two (2) Independent Voting Members	Independent Members: Stephen Horne (<i>Chair</i>) Tony Harb (<i>Independent Member</i>) Dr Meredith Caelli (<i>Independent Member</i>)			
		Council Representatives: General Manager, Director Infrastructure Sustainability Director Operations Chief Financial Officer Executive Manager Finance	Council Representatives: Kent Boyd (<i>General Manager</i>) Andrew Francis (<i>Director Infrastructure Sustainability</i>) Logan Hignett (<i>Director Operations</i>) Jaco Barnard (<i>Chief Financial Officer</i>) Luke Nash (<i>Executive Manager Finance</i>)			

Notes: Council's one (1) Councillor Non-Voting Delegate is appointed for the duration of the Council term, not on an annual basis.

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General Manager Performance Review Panel	Local Government Act 1993, Section 23A Section E (2), (refer page 14) OLG Guidelines for the Appointment and Oversight of General Managers	Representatives include: Mayor Deputy Mayor One (1) Councillor selected by General Manager One (1) Councillor appointed by Council	Councillor Delegates: Cr Neil Westcott (<i>Mayor</i>) Cr Marg Applebee (<i>Deputy Mayor</i>) Cr Louise O'Leary (<i>nominated by General Manager</i>) Cr Bill Jayet	Manager People, Safety and Culture	Mayor	Meeting dates are scheduled yearly June 2026

Note: The Panel comprises three (3) 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."*

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Local Traffic Forum <i>The Local Traffic Forum is an advisory body only, having no decision-making powers.</i> <i>It is, primarily, a technical review committee that is required to advise the Council on traffic related matters referred to it by Council</i>	Road Transport Act 2013 Transport's Authorisation and Delegation to Councils Transport for NSW	Representatives include: Two (2) Councillors	Councillor Delegates: Cr Ken McGrath Cr George Pratt (<i>Alternate</i>)	Business Support Team	Director Operations	Meeting dates are scheduled quarterly 4 February 2026 6 May 2026 5 August 2026 4 November 2026
		Independent Members: Traffic & Highway Patrol Command Transport for NSW Local State Member of Parliament or their nominee	Independent Members: Sgt Mitchell Gage (<i>Traffic & Highway Patrol Command</i>) Jason Nicholson (<i>TfNSW</i>) Chris McQuie (<i>Nominee</i>)			
		Council Representatives: Senior Design Engineer Road Safety & Injury Prevention Officer	Council Representatives: Ben Coultas (<i>Senior Design Engineer</i>) Melanie Suitor (<i>Road Safety & Injury Prevention Officer</i>)			

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Section 355 Committees (last adopted 17 December 2024 [OCM 386-24])							
Under Section 355 of the Local Government Act 1993, Council can delegate certain function to committees to provide these on behalf of Council.							
Committee	Delegated Function	Strategic Oversight	Committee Composition	Members	Administrator	Sponsor	Meeting Dates
Parkes Sports Council	Resolve disputes regarding 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 Evolution Mining – Northparkes Operations / Parkes Shire Council Sports Grants scheme. Provide advice and guidance on the development of strategies, and identification of challenges and opportunities, in relation to upcoming major sporting projects, sporting and recreation facilities, and the prioritisation and implementation of sporting projects and programs in the Parkes Shire.	Sporting Facility & Precinct Masterplan 2025-26 Strategic Asset Management Plan 2025-26 Operational Plan & Budget Open Space Strategy (<i>in draft</i>)	Representatives include: Two (2) Councillors	Councillor Delegates: Cr Louise O'Leary Cr Doug Pout Cr Matthew Scherer (<i>Alternate</i>)	Director Customer, Corporate Services and Economy	Director Operations	Meeting dates are scheduled monthly February 2026 March 2026 April 2026 May 2026 June 2026 August 2026 September 2026 October 2026 November 2026 December 2026
			One (1) delegate from each of the sporting groups that use the sports fields and facilities.				

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Strategic Advisory Committees (last adopted 17 December 2024 [OCM 386-24])							
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.							
Committee	Objective	Strategic Oversight	Committee Composition	Members	Administrator	Sponsor	Meeting Dates
Airport Development Advisory Committee	Provide advice and guidance on the development of strategies, and identification of challenges and opportunities, in relation to Parkes Regional Airport, whilst enhancing and investing in the precinct with capital improvements and business opportunities	Parkes Regional Airport Master Plan	Representatives include: Five (5) Councillors Mayor (ex officio)	Councillor Delegates: Cr Marg Applebee (<i>Deputy Mayor</i>) Cr Bill Jayet Cr Joy Paddison Cr Doug Pout Cr Glenn Wilson	Business Support Team	Director Operations	Meetings scheduled on an as needed basis
			Council Representatives: Director Operations Manager Facilities Property Officer	Council Representatives: Sharon Ross (Manager Facilities) Tania Iffland (Property Officer) (<i>Alternate</i>) Logan Hignett (<i>Director Operations</i>) (<i>Alternate</i>)			

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Committee	Objective	Strategic Oversight	Committee Composition	Members	Administrator	Sponsor	Meeting Dates
Community, Access and Liveability Advisory Committee Terms of Reference: 1705626	Provide advice and guidance on the implementation of Council's Disability Inclusion Action Plan, Cultural Services and activities, 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.	Disability Inclusion Action Plan Housing Strategy Middleton Master Plan Parkes Western Entry Plan Actions Liveability Strategy Actions	Councillor Delegates: Five (5) Councillors Mayor (ex officio)	Councillor Delegates: Cr Marg Applebee (<i>Deputy Mayor</i>) Cr George Pratt Cr Louise O'Leary Cr Bill Jayet Cr Doug Pout	Business Support Officer	Director Planning and Community Services	Meeting dates are scheduled quarterly. March 2026 June 2026 September 2026 December 2026
			Community Representatives: Three (3) community representatives	Community Representatives Jeff Evans Jessica Macdonald Lyn McLeod			
			CCC Representatives: One (1) representative from each Village CCC.				
			Council Representatives: Director Planning & Community Services Cultural, Education & Library Services Manager	Council Representatives: Annalise Teale (<i>Director Planning & Community Services</i>) Kerryn Jones (<i>Cultural, Education & Library Services Manager</i>) (<i>Alternate</i>)			

Community Consultative Committee (CCC) Villages: Alectown, Bogan Gate, Cookamidgera, Peak Hill, Trundle and Tullamore

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Committee	Objective	Strategic Oversight	Composition	Members	Administrator	Sponsor	Meeting Dates
Community Assistance Program Evaluation Panel	Assess Community Financial Assistance Grants against eligibility criteria.	Nil.	Councillor Delegates: Three (3) Councillors Mayor (ex officio)	Councillor Delegates: Cr Bill Jayet Cr Doug Pout Cr Ken Mcgrath Cr Marg Applebee <i>(Deputy Mayor) (Alternate)</i>	Manager Governance, Risk and Corporate Performance	Director Customer, Corporate Services and Economy	Meeting dates are scheduled twice a year March 2026 August 2026
			Council Representatives Director Customer, Corporate Services & Economy Manager Governance, Risk and Corporate Performance	Council Representatives Anthony McGrath <i>(Director Customer, Corporate Services & Economy)</i> Veronica Shaw <i>(Manager Governance, Risk and Corporate Performance)</i>			

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Committee	Objective	Strategic Oversight	Committee Composition	Members	Administrator	Sponsor	Meeting Dates
Economy, Destination and Events Advisory Committee Terms of Reference: 2056316	Provide advice and guidance on the development of strategies, and identification of challenges and opportunities, in relation to tourism development, destination marketing, economic activation, industry development, high-value investment and major events including the Parkes Elvis Festival	Economic Development Strategy <i>(scheduled for review)</i> CBD Vibrancy Strategy	Councillor Delegates: Four (4) Councillors Mayor (ex officio)	Councillor Delegates: Cr Bill Jayet Cr Glenn Wilson Cr Doug Pout Cr Marg Applebee <i>(Deputy Mayor)</i> Cr Joy Paddison <i>(Alternate)</i>	Economic Development Specialist or Tourism and Visitor Services Coordinator	Director Customer, Corporate Services and Economy	Meeting dates are scheduled quarterly February 2026 May 2026 August 2026 November 2026 Dates to be confirmed
		Destination Management Plan Major Events and Festivals Strategy <i>(in development)</i> Henry Parkes Centre Masterplan <i>(Scheduled for review)</i>	Community Representatives At least three (3) community representatives or as many as required	Community Representatives <i>Andrew Hall Andrew Rice Kelly Hendry Kristy Berry Marty Sammut-Paul Peter Giles Steve Lindsay Tracie Robertson Treen Swift</i>			
		Parkes Shire Signage and Wayfinding Strategy <i>(in development)</i> .	Council Representatives: Economic Development Specialist	Council Representatives: Hamish Ritchie <i>(Economic Development Specialist)</i>			

Notes: Term concludes at the date of the next ordinary elections, unless terminated earlier in accordance with these Terms of Reference

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Committee	Objective	Strategic Oversight	Committee Composition	Members	Administrator	Sponsor	Meeting Dates
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	Councillor Delegates: Three (3) Councillors Mayor (ex officio)	Councillor Delegates: Cr Marg Applebee <i>(Deputy Mayor)</i> Cr George Pratt Cr Glenn Wilson Cr Matthew Scherer <i>(Alternate)</i>	Business Support Officer	Director Infrastructure Sustainability	Meeting dates are scheduled quarterly 12 February 2026 May 2026 August 2026 November 2026
			Community Representatives Three (3) community representatives	Community Representatives Clive Hawken James Buchanan Peter Kelly			
			Representatives from relevant NSW Government agencies				

Notes: No EOI required can determine Community Representatives through verbal communications.

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Committee	Objective	Strategic Oversight	Committee Composition	Members	Administrator	Sponsor	Meeting Dates
Parkes Shire Arts Advisory Committee Terms of Reference: 1340920	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.	Councillor Delegates: Three (3) Councillors Mayor (ex officio)	Councillor Delegates: Cr Bill Jayet Cr Doug Pout Cr Joy Paddison Cr Louise O'Leary <i>(Alternate)</i>	Business Support Officer	Director Planning and Community Services	Meeting dates are scheduled quarterly
			Community Representatives Three (3) community representatives	Community Representatives Margot Jolly Duncan Clement Elly Tom Janelle Faunt Kerry Peden Lisa Ramsey Rhonda Redenbach Irene Ridgeway Ronda Sharpe			May 2026
			Council Representatives: Director Planning & Community Services Cultural, Education & Library Services Manager	Council Representatives: Annalise Teale <i>(Director Planning & Community Services)</i> Kerryn Jones <i>(Cultural, Education & Library Services Manager)</i> <i>(Alternate)</i>			August 2026
			Representatives from relevant arts sector stakeholders				November 2026

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Committee	Objective	Strategic Oversight	Composition	Councillor Delegates	Administrator	Sponsor	Meeting Dates
Plant Procurement Committee	Provide advice and guidance on Council's plant replacement program.	Nil.	Councillor Delegates: Three (3) Councillors Mayor (ex officio)	Councillor Delegates: Cr Ken McGrath Cr George Pratt Cr Glenn Wilson Cr Matthew Scherer <i>(Alternate)</i>	Business Support Coordinator	Director Operations	Meetings are scheduled as and when required. Meetings are held when plant items are over 250k
			Council Representatives Fleet and Depot Manager Director Operations Executive Manager Operations	Council Representatives Michael O'Shannessy <i>(Fleet and Depot Manager)</i> Logan Hignett <i>(Director Operations)</i> Executive Manager Operations <i>(Marisa Malherbe)</i>			

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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.

Committee	Objective	Strategic Oversight	Composition	Councillor Delegates	Administrator	Sponsor	Meeting Dates
Road and Place Naming Advisory Committee	Provide advice and guidance on Road naming and Place naming process.	Nil.	Five (5) Councillors Mayor (ex officio)	Cr Bill Jayet Cr Ken McGrath Cr Louise O'Leary Cr Joy Paddison Cr Doug Pout Cr George Pratt <i>(Alternate)</i>	Business Support Coordinator	Director Operations	Meetings held as and when required
			Director Operations Executive Manager Operations	Director Operations <i>(Logan Hignett)</i> Executive Manager Operations <i>(Marisa Malherbe)</i>			

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Committee	Objective	Strategic Oversight	Committee Composition	Members	Administrator	Sponsor	Meeting Dates
Rural Roads Advisory Committee	Provide a forum for discussion on proposed programs in relation to whether they satisfactorily address the needs of the Parkes Shire 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.	Parkes Shire Council Transport Asset Management Plan (<i>Draft</i>) 2025-26 Strategic Asset Management Plan 2025-26 Operational Plan and Budget	Councillor Delegates: Four (3) Councillors Mayor (ex officio)	Councillor Delegates: Cr Louise O'Leary Cr Glenn Wilson Cr Ken McGrath Cr George Pratt (<i>Alternate</i>)	Business Support Coordinator	Director Operations	Meeting dates are scheduled quarterly. Dates to be confirmed March 2026 June 2026 October 2026
			Community Representatives Ten (10) Community Representatives	Community Representatives Gary Langley Graeme Hunter Peter Kelly Garry Parker Ron Umbers Robert Mortimer Andrew Field Gavin Tom Andrew Rawsthorne Owen Miller			

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Waste Advisory Committee Terms of Reference: 2065853	Provide advice and guidance on the development of strategies, and identification of challenges and opportunities, in relation to high-value investment in infrastructure to ensure a smart and sustainable Shire, including the operation of the Shire's landfills and other waste issues.	Parkes Shire Waste Strategy Net Zero Strategy Circular Economy Strategy	Councillor Delegates: Five (4) Councillors Mayor (ex officio)	Councillor Delegates: Cr Marg Applebee Cr Louise O'Leary Cr George Pratt Cr Glenn Wilson Cr Doug Pout (<i>Alternate</i>)	Waste Officer Business Support Officer (<i>Alternate</i>)	Director Infrastructure and Sustainability	Meetings held as and when required
			Council Representatives: Manager Environment and Sustainability Director Infrastructure and Sustainability Waste Officer	Council Representatives: Manager Environment and Sustainability (<i>Michael Chambers</i>) Director Infrastructure and Sustainability (<i>Andrew Francis</i>) Waste Officer (<i>Sharyn Ware</i>) (<i>Alternate</i>)			

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Committee	Objective	Strategic Oversight	Committee Composition	Committee	Administrator	Sponsor	Meeting Dates
Wiradjuri Elders Advisory Committee - Parkes	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	Councillor Delegates: Three (3) Councillors Mayor (ex officio)	Councillor Delegates: Cr Bill Jayet Cr Louise O'Leary Cr Doug Pout Cr Marg Applebee <i>(Alternate)</i>	Cultural, Education and Library Services Manager	Director Planning and Community Services	Meetings held as and when required March 2026
			Representatives of Parkes Aboriginal Project Officer (to be appointed)				

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Committee	Objective	Strategic Oversight	Committee Composition	Members	Administrator	Sponsor	Meeting Dates
Wiradjuri Elders Advisory Committee – Peak Hill	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	Councillor Delegates: Three (3) Councillors Mayor (ex officio)	Councillor Delegates: Cr Bill Jayet Cr Louise O'Leary Cr Doug Pout Cr Marg Applebee <i>(Alternate)</i>	Cultural, Education and Library Services Manager	Director Planning and Community Services	Meetings held as and when required
			Representatives of Peak Hill <i>Aboriginal Project Officer (to be appointed)</i>				

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Committee	Objective	Strategic Oversight	Committee Composition	Members	Administrator	Sponsor	Meeting Dates
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>	Councillor Delegates:	Councillor Delegates: Cr Louise O'Leary Cr Doug Pout Cr Marg Applebee <i>(Deputy Mayor)</i> <i>(Alternate)</i>	Business Support Officer	Director Planning and Community Services	Youth Engagement Strategy to be developed by June 2024. Dates to be supplied on development of Committee and Scope This Committee is on hold until further notice.
			Community Stakeholders				
			One (1) representative from each school's student body)				
			Council Representatives: Director Planning & Community Services Cultural, Education & Library Services Manager	Council Representatives: Annalise Teale <i>(Director Planning & Community Services)</i> Kerryn Jones <i>(Cultural, Education & Library Services Manager)</i> <i>(Alternate)</i>			