



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.*

AGENDA

23 DECEMBER 2021

Notice is hereby given that an Ordinary Meeting of Parkes Shire Council will be held at the Council Administration Centre, 2 Cecile Street, Parkes, commencing at 2.00 pm for the purpose of considering the items included on the Agenda.

GENERAL MANAGER: Kent Boyd PSM

Ordinary Meeting Agenda

Order Of Business: 23 December 2021

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1. PRAYER

Oh God,

Inspire Council to make wise decisions, grant integrity to face the truth, courage to make difficult choices and compassion for the needs of others, we pray through Jesus Christ our lord...Amen

2. ACKNOWLEDGEMENT OF COUNTRY

I would also like to acknowledge the Wiradjuri people, Traditional Custodians of the land on which we meet today, and pay my respects to their Elders past, present and future. And I extend that respect to Aboriginal and Torres Strait Islander peoples here today.

3. APOLOGIES

4. COUNCILLOR'S OATH OR AFFIRMATION OF OFFICE

Under the *Local Government Act 1993* Councillors are required to take an oath or make an affirmation of office, to be entitled to participate in Council meetings.

Accordingly, Councillors will be asked to individually either take the Oath of Office or make an Affirmation of Office, as outlined below.

Oath,

I **[name of councillor]** swear that I will undertake the duties of the office of councillor in the best interests of the people of the Parkes Shire council area and the Parkes Shire Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

Or

Affirmation

I **[name of councillor]** solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of the Parkes Shire council area and the Parkes Shire Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

Upon taking the Oath or the making of an Affirmation of Office, each Councillor will immediately sign the Oath or Affirmation in the presence of their fellow Councillors, the General Manager and the gallery. The General Manager will counter sign the Oath/Affirmation and retain, so they may be copied for the Councils records. The original documents will be returned to Councillors at a subsequent meeting of Council.

5. DECLARATIONS OF INTEREST

6. GENERAL MANAGER'S REPORT

6.1. (GM) Election of Mayor and Deputy Mayor

Prepared By:

General Manager.

Executive Summary

The election of the Mayor and Deputy Mayor by Councillors will take place on 23 December 2021.

Background Information

Nil.

Legislative or Policy Implications

[Local Government Act, 1993 Section 231 - Provision to elect a Deputy Mayor](#)
[Local Government Act, 1993 Section 290\(1\)\(a\) - Election of Mayor](#)
[Local Government \(General\) Regulation 2005 \(Schedule 7\) – Procedure to elect](#)
[Local Government \(General\) Regulation 2005 Clause 394 - Power to elect](#)

Budget and Financial Aspects

Nil.

Recommendation

1. That a ballot for Mayor to hold office until September 2023 be conducted using the ordinary ballot system.
2. That Council elect a Deputy Mayor to hold office until September 2023 and the ballot be conducted by the ordinary ballot system.

Report

Under the Local Government Act 1993, the civic offices of mayors elected by councillors expire on the day of the council's ordinary election. Councils that elect councillors must hold a mayoral election at a council meeting within three weeks of the declaration of the election. Councillors may also elect a deputy mayor.

The deputy mayor may be elected for the mayoral term or a shorter term.

Election of Mayor

The Local Government Act provides that when a Mayor is not (popularly) elected by voters at a general election, Councils are to elect a Mayor from their number on a bi annual basis in the month of September (Section 290). Councils may also elect a Deputy Mayor from their number for the same or lesser term as the Mayor (Section 231). The Deputy Mayor may exercise any functions of the Mayor at the request of the Mayor or if the Mayor is prevented by illness, absence or otherwise from exercising the functions of his/her Office. It is customary to elect a Deputy Mayor who is appointed for the same term as the Mayor.

A summary of the election procedure is listed below for the information of Councillors. I have refrained from including the underlying legislation in the summary however I have attached a copy of Schedule 7 of the Local Government (General) Regulation 2005 for the full procedure. Prior to the election the Returning Officer or myself will be available to answer questions relating to the process.

Summary of Election Process

Prior to Election

- A nomination for the Office of Mayor or Deputy Mayor is to be made in writing by two or more Councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing. To assist Councillor's nomination, forms are attached to this report.
- The General Manager or a person appointed by the General Manager is the Returning Officer. The General Manager has appointed the Executive Manager Corporate Services as Returning Officer. Nominations are to be delivered or sent to the Returning Officer prior to the commencement of this meeting.

Election Day

- I will Chair the meeting and will hand over to the Returning Officer to conduct the election at the appropriate time. If any procedural matters are required with reference to Council's Code of Meeting Practice (such as the need for a short adjournment etc) during the election process I will carry out those requirements "From the Chair".

The Election

- The returning officer will call for further nominations without notice. If a nomination without notice is made, it has to be accepted in writing by the nominee to be valid. The nomination is to be given to the Returning Officer. Additional Nomination forms will be on hand if required.
- If no further nominations without notice are received, the Returning Officer will read out the nominations received.
- If only one Councillor is nominated, that Councillor is elected. If more than one Councillor is nominated, the Council resolution relating to the method of voting will apply. The Council will have resolved whether the election is to proceed by:
 - (a) Preferential Ballot
 - (b) Ordinary Ballot
 - (c) Open Voting (show of hands)
- If the method is by preferential or ordinary ballot, it shall be by secret vote. Traditionally Council has adopted the ordinary ballot process for elections. For a detailed explanation of the different methods of voting, please refer to Schedule 7 attached.

Under the ordinary ballot System, the election is carried out as follows:

- The Returning Officer is to decide the manner in which votes are to be marked on the ballot-papers. If the ordinary ballot system is chosen, Councillors are asked to carefully read and follow the instructions on the ballot paper to avoid informality.
- If there are only two candidates, the candidate with the higher number of votes is elected.
- If there are three or more candidates, the one with the lowest number of votes is to be excluded. (The legislation attempts to bring the vote back to a contest between two candidates. Thus the requirements to exclude the candidate with the lowest number of votes if there are three or more candidates).
- If after the first exclusion three or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded. If, after that, three or more candidates still remain, separate ballots continue until only two candidates remain.
- When only two candidates remain, election of the candidate is in accordance with the procedure mentioned above for two candidates.

- If at any stage during a count where there are three or more candidates and two (or more) candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.

For a detailed explanation of preferential voting, refer to the Schedule 7 attached.

The formality of a ballot paper under this provision is to be determined in accordance with the Regulation. As mentioned above Councillors are requested to carefully read the instructions on any ballot paper to avoid the chance of informality. If a vote is declared informal by the Returning Officer, it is set aside and cannot be used in the count.

At any stage that a ballot is required, ballot papers will be prepared and distributed to Councillors for marking:-

- Upon completion of marking of the ballot papers by Councillors, the ballot papers will be collected on behalf of the Returning Officer and the votes will be counted.
- When the ballot or ballots, as required pursuant to the provisions of the Regulation, have been completed and a result obtained, the Returning Officer will announce the results to the meeting.

The Returning Officer's declaration finalises the election for the position.

Tied Candidates

- If, on any count of votes, there are two candidates in, or remaining in, the election and the numbers of votes cast for the two candidates are equal the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.
- If, on any count of votes, there are three or more candidates in, or remaining in, the election and the numbers of votes cast for two or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.

Choosing by lot

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the Returning Officer, the slips are folded so as to prevent the names being seen, the slips are mixed and one is drawn at random by the Returning Officer and the candidate whose name is on the drawn slip is chosen.

Election of Deputy Mayor

- The nomination and election of a Deputy Mayor is carried out in the same manner as the nomination and election of the Mayor.

Attachments

1. Memo advising of the election of Mayor and Deputy Mayor
2. Nomination paper for Mayor and Deputy Mayor
3. Local Government (General) Regulation 2005 (Schedule 7) - Procedure to elect

Attachment 1 - Election of Mayor and Deputy Mayor



INTERNAL MEMORANDUM

TO: All Parkes Shire Councillors
FROM: General Manager Kent Boyd PSM
DATE: 22 December 2021
SUBJECT: Election of Mayor and Deputy Mayor

The election of Mayor and Deputy Mayor for the period 23 December.2021 to the next scheduled election (September 2023) will be held at the meeting of Council scheduled for 23 December 2021.

The Nomination forms* for Mayor and Deputy Mayor are attached with this memorandum.

Duly completed nomination forms will be accepted by Anthony McGrath Executive Manager Corporate Services who will be the Returning Officer for the election up to 2.00pm on Tuesday 23 December 2021.

For further information, or for assistance with any queries please contact myself or Anthony McGrath.

Kent Boyd PSM
GENERAL MANAGER

Enc

- * The Local Government (Elections) Regulation 1998 states that a candidate for Mayor or Deputy Mayor must be nominated by at least two Councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing. The nomination form has provision for this consent.

Attachment 2 - Nomination paper for Mayor and Deputy Mayor



ELECTION OF MAYOR
23 December 2021 to September 2023
Local Government (Elections) Regulation 1998 Schedule 3

NOMINATION PAPER

We, the undersigned Councillors*, do hereby nominate _____ as a candidate for election as Mayor of Parkes Shire Council at the election on 23 December 2021.

Names

Signature

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

FORM OF CONSENT

I _____, the above named, hereby consent to my being nominated for election as Mayor of Parkes Shire Council on 23 December 2021.

(Signature)

* Must be nominated by at least two Councillors (one of whom may be the nominee).



ELECTION OF DEPUTY MAYOR
23 December 2021 to September 2023
Local Government (Elections) Regulation 1998 Schedule 3

NOMINATION PAPER

We, the undersigned Councillors*, do hereby nominate _____ as a candidate for election as Deputy Mayor of Parkes Shire Council at the election on 23 December 2021.

Names	Signature
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

FORM OF CONSENT

I _____, the above named, hereby consent to my being nominated for election as Deputy Mayor of Parkes Shire Council on 23 December 2021.

(Signature)

* Must be nominated by at least two Councillors (one of whom may be the nominee).

Schedule 7 Election of mayor by councillors

(Clause 394)

Part 1 Preliminary

1 Returning officer

The general manager (or a person appointed by the general manager) is the returning officer.

2 Nomination

- (1) A councillor may be nominated without notice for election as mayor or deputy mayor.
- (2) The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- (3) The nomination is to be delivered or sent to the returning officer.
- (4) The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.

3 Election

- (1) If only one councillor is nominated, that councillor is elected.
- (2) If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.
- (3) The election is to be held at the council meeting at which the council resolves on the method of voting.
- (4) In this clause—

ballot has its normal meaning of secret ballot.

open voting means voting by a show of hands or similar means.

Part 2 Ordinary ballot or open voting

4 Application of Part

This Part applies if the election proceeds by ordinary ballot or by open voting.

5 Marking of ballot-papers

- (1) If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.
- (2) The formality of a ballot-paper under this Part must be determined in accordance with clause 345 of this Regulation as if it were a ballot-paper referred to in that clause.
- (3) An informal ballot-paper must be rejected at the count.

6 Count—2 candidates

- (1) If there are only 2 candidates, the candidate with the higher number of votes is elected.
- (2) If there are only 2 candidates and they are tied, the one elected is to be chosen by lot.

7 Count—3 or more candidates

- (1) If there are 3 or more candidates, the one with the lowest number of votes is to be excluded.
- (2) If 3 or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.
- (3) If, after that, 3 or more candidates still remain, the procedure set out in subclause (2) is to be repeated until only 2 candidates remain.
- (4) A further vote is to be taken of the 2 remaining candidates.
- (5) Clause 6 of this Schedule then applies to the determination of the election as if the 2 remaining candidates had been the only candidates.
- (6) If at any stage during a count under subclause (1) or (2), 2 or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.

Part 3 Preferential ballot

8 Application of Part

This Part applies if the election proceeds by preferential ballot.

9 Ballot-papers and voting

- (1) The ballot-papers are to contain the names of all the candidates. The councillors are to mark their votes by placing the numbers "1", "2" and so on against the various names so as to indicate the order of their preference for all the candidates.

- (2) The formality of a ballot-paper under this Part is to be determined in accordance with clause 345 of this Regulation as if it were a ballot-paper referred to in that clause.
- (3) An informal ballot-paper must be rejected at the count.

10 Count

- (1) If a candidate has an absolute majority of first preference votes, that candidate is elected.
- (2) If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.
- (3) A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter's preference is repeated until one candidate has received an absolute majority of votes. The latter is elected.
- (4) In this clause, ***absolute majority***, in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.

11 Tied candidates

- (1) If, on any count of votes, there are 2 candidates in, or remaining in, the election and the numbers of votes cast for the 2 candidates are equal—the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.
- (2) If, on any count of votes, there are 3 or more candidates in, or remaining in, the election and the numbers of votes cast for 2 or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes—the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.

Part 4 General

12 Choosing by lot

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen.

13 Result

The result of the election (including the name of the candidate elected as mayor or deputy mayor) is—

- (a) to be declared to the councillors at the council meeting at which the election is held by the returning officer, and
- (b) to be delivered or sent to the Secretary and the Chief Executive Officer of Local Government NSW.

6.2. (GM) Using Countbacks to fill Casual Vacancies

Prepared By:

General Manager

Executive Summary

Councils must, by resolution, declare that casual vacancies occurring in the office of a councillor within 18 months of the election are to be filled by a countback of votes cast at the election if councils want to fill vacancies by these means. Councils that do not resolve to fill vacancies using a countback at their first meeting after the election will be required to fill vacancies using a by-election.

Background Information

See Report.

Legislative or Policy Implications

[Section 291A\(1\)\(b\) of the Local Government Act 1993](#)

Budget and Financial Aspects

Nil.

Recommendation

1. Pursuant to section 291A(1)(b) of the Local Government Act 1993 (the Act) Parkes Shire Council declares that casual vacancies occurring in the office of a councillor within 18 months after the last ordinary election of councillors for the Council on 04 December 2021 are to be filled by a countback of votes cast at that election for the office in accordance with section 291A of the Act: and,
2. The General Manager to notify the NSW Electoral Commission of the Council's decision within 7 days of the decision.

Report

Following the 2021 local government elections, Councils will, for the first time, have the option of using a countback of votes cast at the last ordinary election to fill casual vacancies occurring in the offices of councillors in the first 18 months after the election.

This will allow Councils to use a countback to fill vacancies at a lower cost than the cost of holding a by-election.

To exercise the option of using a countback to fill casual vacancies occurring in the first 18 months following the election, Councils must resolve, at their first meeting after the election, to use a countback to fill casual vacancies.

If Councils do not resolve this at the first meeting after the election, they will be required to fill casual vacancies through a by-election.

Where Councils resolve to fill casual vacancies using a countback in the first 18 months of their terms, the general manager is required under the Local Government (General) Regulation 2005 (the Regulation) to notify the election manager of the Council's ordinary election of the council's resolution within 7 days of the resolution. For all Councils other than Fairfield and Penrith City Councils, the election manager is the NSW Electoral Commissioner.

Countbacks are not available to fill casual vacancies in the office of a councillor where:

- the councillor who vacated office was elected at an election using the optional preferential voting system (i.e. elections where only one civic office is required to be filled such as the election of popularly elected mayors), or
- the councillor was elected at an uncontested election.

A by-election must be used to fill these vacancies.

Attachments

Nil.

6.3 (GM) Councillor Representation on Council Committees, Community Committees, Community Groups and Organisations 2022

Prepared By:

General Manager

Executive Summary

Council is asked to determine its Committee representatives annually. Parkes Shire Councillors are requested to review the current Council committees and consider their participation. Delegates will be formalised at the 18 January 2022 Ordinary Council meeting.

Background Information

Nil.

Legislative or Policy Implications

Nil.

Budget and Financial Aspects

Nil

Recommendation

1. For Council's information.
2. Council representatives on the various committee's will be formalised at the 18 January Ordinary Council meeting.

Report

A review of Council's Committee's and Council's representation on various Community Committees or to local organisations or groups, was completed following the Local Government Elections held in 2021. Councillors are appointed as a delegate or representative under Council resolution. Council Committees have been referenced to the Strategic Objective in the Community Strategic Plan 2030.

Parkes Shire Council's Code of Meeting Practice provides that Council may appoint or elect Committees as it considers necessary with Council reviewing all appointments annually in September.

Council must specify the functions of each of its Committees when the Committee is appointed or elected but may from time to time amend those functions.

In relation to the operation of the Committees, Council may:

- (a) decide the number of Councillors on the Committee.
- (b) decide the quorum (otherwise the quorum is a majority of members)
- (c) determine the Chairman* (otherwise the Committee determines the Chairman)

* The Mayor may choose to be the Chairman.

The Mayor is a member of each Committee of the Council.

All Councillors are entitled to attend any Committee meeting with meeting notices forwarded to all Councillors calendars and agenda's will be provided to all Councillors although a Councillor who is not an appointed member of the Committee is not entitled to vote at a meeting of the Committee.

Councillors are reminded that the disclosure requirements contained in the Code of Conduct and Section 17 of Council's Meeting Procedures relate to Committee Members (including community representatives on Council Committees).

Councillors should also be aware that under Council's Code of Meeting practice all meetings of Council Committees which comprise only of Councillors as members - i.e. this does not include committee meetings where Council staff or community members are members of the committee, must be webcast on Councils' website:

Definition of webcast - "A video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time"

This does not apply to parts of a meeting that have been closed to the public under section 10A of the Act.

Attachments

1. List of Council Committees, Committee Members and Councillor Delegates to Community Committee's, Organisations or Groups 2020/2021.

Attachment 1 - List Of Council Committees, Committee Members And Councillor Delegates To Community Organisations Or Groups 2020/2021

Council Committee - Councillor Only <i>(Minutes of these Committee Meetings must be tabled at Council meetings)</i>					
COMMITTEE NAME		REPRESENTATIVES TERM 2020/2021	STRATEGIC OBJECTIVE	ADMIN LEAD	FREQUENCY
1.	Parkes Pool Planning Committee	All Councillors	6.3	Operations (Business Support)	Meets as required
2.	Plant Procurement and Replacement Committee	Councillors AJ Ward, KM McGrath, GW Pratt and NC Westcott	F6 F7	Operations (Business Support)	Meets as required
3.	Road Naming Committee	Councillors KM McGrath, PJ Smith, LA O'Leary and WP Jayet	8	Operations (Business Support)	Meets as required
4.	Senior Staff Committee**	Deputy Mayor BF Newton and Councillor AJ Ward** <i>(Mayor KJ Keith Chairs this Committee)</i>	F2	Office of Mayor	Once a year

** Has traditionally been Mayor, Deputy Mayor and a Councillor nomination made by the General Manager. The General Manager nominated Councillor AJ Ward for the term 2020/ 2021.

Sec 355 Committees <i>(Minutes of these Committee Meetings must be tabled at Council meetings)</i>					
COMMITTEE NAME		REPRESENTATIVES TERM 2020/2021	STRATEGIC OBJECTIVE	ADMIN LEAD	FREQUENCY
1.	Elvis Festival Committee	Mayor KJ Keith and Deputy Mayor BF Newton	6	Customer, Corporate Services & Economy (Visitor Economy)	Eight meetings scheduled in 2021
2.	Henry Parkes Centre Management Committee	Deputy Mayor BF Newton and Councillor AJ Ward	6 8	Customer, Corporate Services & Economy (Visitor Economy)	Meets as required
3.	Little Theatre Management Committee	Deputy Mayor BF Newton and Councillors WP Jayet and NC Westcott	6 8	Planning & Community Services (Cultural Education & Library)	Three meetings scheduled in 2021
4.	Parkes Sports Council	Councillor LA O'Leary (Councillor WJ Biles as alternate)	6 8	Customer, Corporate Services &	Monthly

Sec 355 Committees <i>(Minutes of these Committee Meetings must be tabled at Council meetings)</i>					
COMMITTEE NAME		REPRESENTATIVES TERM 2020/2021	STRATEGIC OBJECTIVE	ADMIN LEAD	FREQUENCY
				Economy (Corporate Services)	

Council Committee - Councillor with Invited Community Members <i>(Minutes of these Committee Meetings must be tabled at Council meetings)</i>					
COMMITTEE NAME		REPRESENTATIVES TERM 2020/2021	STRATEGIC OBJECTIVE	ADMIN LEAD	FREQUENCY
1.	Access Committee	Councillor KM McGrath (Councillor Pratt as alternate)	3.5	Operations (Business Support)	Meets as required
2.	Audit, Risk and Improvement Committee	Deputy Mayor BF Newton and Councillor NC Westcott Chair Mr Grahame Marchant and Independent Member Mr Robert Haddin	F4	Customer, Corporate Services & Economy (Corporate Services)	Quarterly
3.	Climate Change Response/Planning/Environment Committee	Deputy Mayor BF Newton, Councillors WP Jayet and NC Westcott (Terms of Reference to be developed)	7	Customer, Corporate Services & Economy (Economy & Customer Engagement)	Meets as required
4.	Economic Development Committee (Includes Sub-Committees - Airport Development, Business Advisory and CBD Vibrancy)	Deputy Mayor BF Newton, Councillors AJ Ward, WP Jayet and NC Westcott Mayor KJ Keith is the Chair for all Committees other than the Airport Development Committee which is Councillor AJ Ward	5.1	Customer, Corporate Services & Economy (Economy & Customer Engagement)	Meets as required
5.	Elders Advisory Committee	Councillors KM McGrath, LA O'Leary and WJ Biles	3.5	Planning & Community Services (Cultural Education & Library)	Three or four times a year on average
6.	Floodplain Management Committee	Deputy Mayor Cr BF Newton and Councillor GW Pratt	7 8	Infrastructure & Strategic Futures	Meets as required
7.	Heritage Advisory Committee	Deputy Mayor BF Newton, Councillors WP Jayet, LA O'Leary and AJ Ward	6	Planning & Community Services	Meets as required

Council Committee - Councillor with Invited Community Members <i>(Minutes of these Committee Meetings must be tabled at Council meetings)</i>					
COMMITTEE NAME		REPRESENTATIVES TERM 2020/2021	STRATEGIC OBJECTIVE	ADMIN LEAD	FREQUENCY
				(Planning & Compliance)	
8.	Parkes Multipurpose Centre Inaugural Performance Committee (Sunset)	Mayor KJ Keith, Deputy Mayor BF Newton, Councillors WP Jayet (Chair) and NC Westcott	6	Customer, Corporate Services & Economy (Visitor Economy)	Meets as required
9.	Parkes Pool Management Committee	Councillors AJ Ward (Chair), PJ Smith and WP Jayet	6.3	Operations (Business Support)	Meets as required
10.	Parkes Shire Christmas Committee	Councillor AJ Ward, Councillor NC Westcott, Councillor WP Jayet and Councillor LA O'Leary	5.1	Customer, Corporate Services & Economy (Economy & Customer Engagement)	Meets as required
11.	Parkes Shire Cultural, Education & Library Committee (Includes Sub-Committee - Parkes Advisory Arts Council)	Deputy Mayor BF Newton (Chair), Councillors LA O'Leary, PJ Smith, WP Jayet, WJ Biles and NC Westcott Deputy Mayor BF Newton (Chair), Councillors WP Jayet and NC Westcott	6.3	Planning & Community Services (Cultural Education & Library)	Four or five times a year on average
12.	Parkes Traffic Committee	Councillor KM McGrath (Councillor AJ Ward as alternate)	8.2	Operations (Business Support)	Quarterly
13.	Sporting Facilities Development Committee	Councillors LA O'Leary, WJ Biles, WP Jayet and NC Westcott	6.3	Customer, Corporate Services & Economy (Corporate Services)	Meets as required
14.	Waste Facilities Committee	Deputy Mayor BF Newton, Councillors AJ Ward, KM McGrath and GW Pratt	7.3	Planning & Community Services	Three or four times a year on average
15.	Water Security Project Reference Group (Sunset Committee)	Mayor KJ Keith, Councillors GW Pratt, PJ Smith and NC Westcott 4 Workshops over 12 month period commencing 17.09.2020. (Terms of reference to be developed)	8	Infrastructure & Strategic Futures	Quarterly

Councillor Representative or Delegate to External Organisation or Committee				
ORGANISATION		REPRESENTATIVES TERM 202/2021	STRATEGIC OBJECTIVE	FREQUENCY
1.	Alectown Community Inc.	Councillor NC Westcott (Councillor LA O'Leary as alternate)	3.3.1	Meets as required at Alectown Memorial Hall
2.	Australian Airports Association	Councillor AJ Ward and Director Operations	4.4.2	Meets as required
3.	Australia Day Committee	Parkes - Mayor KJ Keith, Deputy Mayor BF Newton and Councillor AJ Ward Peak Hill - Councillor LA O'Leary	6.3.10	Meets as required
4.	Bogan Gate Memorial Hall and Community Consultative Committee	Councillor GW Pratt	3.3.1	Meets as required (usually quarterly) at Bogan Gate Community Hall
5.	Bush Fire Management Committee	Councillor NC Westcott (Deputy Mayor BF Newton as alternate)	2.5.4	Twice a year <i>May & October</i>
6.	Central NSW Joint Organisation	Mayor KJ Keith and General Manager (Deputy Mayor BF Newton as alternate)	3	Meets Quarterly
7.	Community Safety Precinct Committee	Mayor KJ Keith and General Manager (Deputy Mayor BF Newton as alternate)	2.5	Meets quarterly
8.	Country Mayor's Association	Mayor KJ Keith and General Manager (Deputy Mayor BF Newton as alternate)	3 6	Meets bi-monthly
9.	Lachlan Health Council	Deputy Mayor BF Newton (Mayor KJ Keith as alternate)	2.1	Meets monthly.
10.	Lachlan Valley Noxious Weeds Advisory Committee	Councillor NC Westcott	7.4.1	Meets as required
11.	Life Education Centre Committee	Councillor WP Jayet and Councillor WJ Biles (Councillors AJ Ward and PJ Smith as alternates)	2.2.1	Bi monthly meeting 1 st Monday of the month

Councillor Representative or Delegate to External Organisation or Committee			
ORGANISATION	REPRESENTATIVES TERM 202/2021	STRATEGIC OBJECTIVE	FREQUENCY
12. Liquor Accord	Councillor GW Pratt (Councillor KM McGrath as alternate)	2.5.3	Meets quarterly
13. Meals On Wheels Committee	Councillor PJ Smith	3.5.3	Meets on the 4 th Tuesday of each month
14. Mining Related Councils	Councillor AJ Ward	4.1	Meets quarterly
15. Newell Highway Taskforce	Mayor KJ Keith (Chair) (Councillor AJ Ward as alternate)	5.5.2	Meets quarterly
16. Northparkes Mine Community Consultative Committee	Mayor KJ Keith and Councillors WP Jayet and PJ Smith	4.1	Meets as required
17. Parkes Chamber of Commerce	Councillor AJ Ward (Councillor NC Westcott as alternate)	3.3.1	Meets monthly
18. Parkes Early Childhood Centre Committee	Councillor PJ Smith	1.3.3	Meets bi-monthly
19. Parkes/Forbes Community Tenancy Scheme	Deputy Mayor BF Newton and Councillor WP Jayet (Councillor NC Westcott as alternate)	3.5.3	Meets 4th Wednesday every two months
20. Parkes/Forbes/Lachlan Road Safety Steering Committee	Councillor GW Pratt (Councillor KM McGrath as alternate)	2.5	One meeting per year in each Shire
21. Parkes & District Neighbourhood & Community Information Centre Inc.	Deputy Mayor BF Newton	3.5.3	Meets monthly
22. Peak Hill Business and Tourism Inc.	Councillor LA O'Leary (Councillor GW Pratt as alternate)	3.3.1	Meets monthly
23. Peak Hill Community	Councillor LA O'Leary (Councillor NC Westcott as	3.3.1	Meets 7.30 pm fourth Monday of month at Peak

Councillor Representative or Delegate to External Organisation or Committee				
ORGANISATION		REPRESENTATIVES TERM 202/2021	STRATEGIC OBJECTIVE	FREQUENCY
	Consultative Committee	alternate)		Hill AIF Hall
24.	Peak Hill Sports Council	Councillor LA O'Leary	6.3.3	Meets as required
25.	Rural Fire Service Senior Management Liaison Committee	Councillor NC Westcott (Deputy Mayor BF Newton as alternate)	2.5.10	Twice a year
26.	Skillset	Councillor AJ Ward - Appointment to Board for a 3-year period	1	Meets monthly
27.	Transport NSW Regional Consultative Committee Formerly RMS	Mayor KJ Keith and Director Operations	8.2.2	Meets as required
28.	Trundle Community Consultative Committee	Councillor GW Pratt (Deputy Mayor BF Newton as alternate)	3.3.1	Meets 7.30 pm fourth Thursday of month at Trundle Memorial Hall
29.	Tullamore and District Community Consultative Committee	Deputy Mayor BF Newton (Councillor GW Pratt as alternate)	3.3.1	Meets 7.30 pm second Wednesday of month at Tullamore Bowling Club (No meeting held in January)
30.	Western Regional Joint Planning Panel	Mayor KJ Keith and Councillor AJ Ward	3	Meets as required
31.	Youth Committee	Councillors KM McGrath, PJ Smith and WJ Biles	3.5	Meets as required