

# TENTERFIELD SHIRE COUNCIL



**2019-2021**

**Committees Register**

***Adopted by Council: 24 June 2020 - Resolution No. 106/20***

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# 1. SPECIFIC PURPOSE COMMITTEES

## 1.1 AUDIT & RISK COMMITTEE

### Function

The purpose of the Audit & Risk Committee is to provide independent assurance and assistance to Tenterfield Shire Council on areas including: risk management, audit, governance, and external accountability responsibilities.

### Responsible Officer

Chief Corporate Officer.

### Meetings

To meet quarterly with one of these meetings to include review and endorsement of the annual audited financial reports and external audit opinion.

The need for any additional meetings will be decided by the Chair, though other Committee members may make requests to the Chair for additional meetings.

A forward meeting plan, including meeting dates and agenda items will be agreed by the Committee each year.

### Membership

*Representatives* - The Mayor plus one (1) elected member of Council, plus three (3) independent external members (not members of the Council) with one to be the Chairperson. One (1) member is to be nominated from Southern Downs Regional Council as part of a reciprocal arrangement of shared services.

*Non representative attendees* – Chief Executive, Chief Corporate Officer, Manager Customer Services, Governance & Records and Manager of Finance & Information Technology.

*Non representative invitees for specific Agenda items* – NSW Audit Office, Council's external auditors, Council's internal auditor or other Council Officers may attend to provide information or by invitation of the Committee.

| <b>Councillor Representative</b>                    | <b>Chief Executive or Delegate/s</b>                 |
|---|--|
| Mayor   | Chief Executive, Chief Corporate Officer             |
| Cr Don Forbes                                       | Manager Finance & Information Technology             |
|   | Manager Customer Services, Governance & Records      |
|   | Other Council Staff – as requested – (Invitees only) |
| <b>Non Council Representatives</b>                  |  |
| Qualified Independent – Chairperson – Mr Geoff King |  |
| Qualified Independent – Mr Peter Sheville           |  |
| Qualified Independent – Mr Andrew Page (SDRC)       |  |
| External Auditor – (Invitee)                        |  |
| Internal Auditor – (Invitee)                        |  |

Refer:

- Audit & Risk Committee Charter V3.0 Res 16/19 – 27/02/19



## 1.2 CONTRIBUTIONS/DONATIONS ASSESSMENT PANEL

### Function

The purpose of the Contributions/Donations Assessment Panel is to evaluate applications received under Section 356 from community bodies following preparation of the Operational Plan and make recommendation to Council on the disbursement of funds.

### Responsible Officer

Chief Executive.

### Meetings

Annually following adoption of the Operational Plan.

### Membership

*Representative members* - The Mayor plus three (3) elected members of Council and one (1) elected member as reserve in the event that a member of the Panel is unavailable on the date selected for allocation of funds.

*Non representative attendees* - Chief Executive, Chief Corporate Officer, Manager Economic Development & Community Engagement

| <b>Councillor Representative</b> | <b>Chief Executive or Delegate/s</b>                |
|----------------------------------|---|
| Mayor                            | Chief Executive                                     |
| Cr Michael Petrie                | Chief Corporate Officer                             |
| Cr John Macnish                  | Manager Economic Development & Community Engagement |
| Cr Bob Rogan                     |   |
| Reserve – Cr Gary Verri          |   |

Refer:

- Community Donations/Contributions Policy – Resolution 17/18 – 28/02/2018

### 1.3 AUSTRALIA DAY AWARDS COMMITTEE

#### **Function**

The purpose of the Australia Day Awards Committee is to consider the nominations received for Australia Day Awards and determine the winners for each category of Awards.

#### **Responsible Officer**

Chief Executive.

#### **Meetings**

Annually following closure of nominations.

#### **Membership**

*Representative members* - The Mayor plus three (3) elected members of Council plus one (1) elected member as reserve in the event that a member of the Panel is unavailable on the date selected for judging of the Awards.

*Non representative attendees* – Chief Executive.

| <b>Councillor Representative</b> | <b>Chief Executive or Delegate/s</b> |
|----------------------------------|--------------------------------------|
| Mayor                            | Chief Executive                      |
| Cr Don Forbes                    |                                      |
| Cr John Macnish                  |                                      |
| Cr Greg Sauer                    |                                      |
| Reserve – Cr Gary Verri          |                                      |

Refer:

- Australia Day Awards & Citizenship Ceremonies – Resolution 3/20 – 23/02/2020

## 1.4 SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS JOINT MANAGEMENT COMMITTEE

### Function

The purpose of the Sir Henry Parkes Memorial School of Arts Joint Management Committee is to:

- Provide professional guidance and advice in the management of the School of Arts complex;
- Work with key managers to forge strategic and fiscal directions in keeping with the contractual and social/cultural obligations identified in existing agreements between Council and its business partners;
- Establish processes that facilitate the incremental upgrade of products and services provided by the complex, exhibition development; and
- Carry out the annual functions set out in the schedule to the Lease between the National Trust of Australia (NSW) and Tenterfield Shire Council for the Tenterfield School of Arts complex.

### Responsible Officer

Chief Executive.

### Meetings

To meet at least once per year or as required.

### Membership

*Representative members* - The Mayor plus one (1) elected member of Council, plus two (2) staff members from the Tenterfield Shire Council including the Chief Executive, plus two (2) representatives of the National Trust NSW, plus two (2) representatives of the Friends of the School of Arts.

*Non representative attendees/invitees for specific Agenda items* – As required.

| <b>Councillor Representative</b>  | <b>Chief Executive or Delegate/s</b>                |
|---|---|
| Mayor   | Chief Executive                                     |
| Cr Greg Sauer   | Manager Economic Development & Community Engagement |
| <b>Non Council Representatives</b>  |   |
| National Trust NSW – Ken Halliday (Resigned – new representative to be appointed) |   |
| National Trust NSW – David Stewart  |   |
| Friends of the School of Arts – Peter Jeffrey                                     |   |
| Friends of the School of Arts – Christine Denis                                   |   |
| Attendees/Invitees as required – Libby Newell (Museum Adviser)                    |   |

Refer:

- Sir Henry Parkes Memorial School of Arts Joint Management Committee Terms of Reference – Resolution 58/19 – 27/03/2019

## 1.5 TENTERFIELD SALEYARDS ADVISORY COMMITTEE

### Function

The purpose of the Tenterfield Saleyards Advisory Committee is to:

- Provide advice to Council on the development, growth and profitability of the Tenterfield Saleyards.

### Responsible Officer

Chief Corporate Officer.

### Meetings

To be held on the first Tuesday every three (3) months.

### Membership

*Representative members* - The Mayor plus two (2) elected members of Council, plus three (3) financial local Livestock Agent representatives, plus one (1) stock carrier representative, plus the Secretary of the local branch of the NSW Farmers Association, plus one (1) Local Land Services (LLS) representative.

*Non representative members* - Chief Corporate Officer and Open Space, Regulatory & Utilities Supervisor.

| <b>Councillor Representative</b>   | <b>Chief Executive or Delegate/s</b>          |
|--|---|
| Mayor  | Chief Corporate Officer                       |
| Cr Don Forbes  | Open Space, Regulatory & Utilities Supervisor |
| Cr Michael Petrie  |   |
| <b>Non Council Representatives</b>   |   |
| Financial Local Livestock Agent Representative - Steve Alford (alt Lawrie Stenzel)                   |   |
| Financial Local Livestock Agent Representative - Glen Curry (alt Matt Duff or Lisa Curry)            |   |
| Financial Local Livestock Agent Representative - Ben Sharpe (alt Prue Birch)                         |   |
| Stock Carrier Representative - Gary Hawkins  |   |
| Secretary - Local Branch NSW Farmers Association - Sandra Smith                                      |   |
| Local Land Services (LLS) Representative - Lisa Martin (alt Leanne Calthorpe or Biosecurity Officer) |   |

## 1.6 ABORIGINAL ADVISORY COMMITTEE

### Function

The purpose of the Aboriginal Advisory Committee is to:

- Promote an increased knowledge and understanding of Aboriginal culture and society in the wider community and develop the interests of Aboriginal people in the local area; and
- Advise Council on issues relating to Aboriginal people; and
- Act as a representative of Council on issues relating to the Aboriginal community.

### Responsible Officer

Chief Executive.

### Meetings

To be held every three (3) months with at least one (1) meeting to be held annually at Jubullum Local Lands Council.

### Membership

*Representative members* - The Mayor plus one (1) elected member of Council, plus representatives from the Tenterfield Aboriginal & Torres Strait Islander community comprising members of the Local Aboriginal Land Council, Community Elders, Youth, and other interested community members.

*Non representative members* - Manager Economic Development & Community Engagement and Community Development Officer.

*Non representative attendees/invitees for specific Agenda items* - As required.

| <b>Councillor Representative</b>                          | <b>Chief Executive or Delegate/s</b>                |
|---|---|
| Mayor   | Chief Executive                                     |
| Cr Bronwyn Petrie   | Manager Economic Development & Community Engagement |
|   | Community Development Officer                       |
| <b>Non Council Representatives</b>                        |   |
| Community Representative - Ronella (Dolly) Jerome (Elder) |   |
| Community Representative - Dianne Duroux (Elder)          |   |
| Community Representative - Helen Duroux                   |   |
| Community Representative - Cheryl Duroux                  |   |
| Community Representative - Roxanne Bancroft-Stuart        |   |
| Community Representative - David Reynolds                 |   |
| Community Representative - Cedric Walker (Jubullum)       |   |
| Community Representative - Angie Collins (Jubullum)       |   |
| Community Representative - Joan Bell (Jubullum)           |   |

Refer: Aboriginal Recognition and Protocol – Resolution 164/19 – 28/08/2019

## 1.7 HERITAGE ADVISORY COMMITTEE

### Function

The purpose of the Heritage Advisory Committee is to:

- Facilitate and participate in the gathering of information in relation to all known and possible heritage items within the Shire; and
- Correlation of all information gathered and evaluated during the identification process into a usable document; and
- Provide Council with expert local advice in relation to heritage matters; and
- Assess applications for Heritage Assistance Funding and recommend to Council.

### Responsible Officer

Chief Corporate Officer.

### Meetings

To be held every two (2) months.

### Membership

*Representative members* - The Mayor plus two (2) elected members of Council, plus one (1) representative from the Local Aboriginal Land Councils, plus three (3) community representatives knowledgeable about rural heritage in Tenterfield Shire, plus one (1) representative knowledgeable about urban Tenterfield heritage, plus one (1) representative from the Tenterfield Historical Society, plus one representative from the Tenterfield Chamber of Tourism, Industry & Business, plus one (1) representative from the Drake Progress Association & School of Arts Inc, plus one (1) representative from the Legume Progress Association.

*Non representative members* - Chief Corporate Officer and Manager Planning & Development Services.

*Non representative attendees/invitees for specific Agenda items* – As required.

| <b>Councillor Representative</b>   | <b>Chief Executive or Delegate/s</b>    |
|--|---|
| Mayor  | Chief Corporate Officer                 |
| Cr Brian Murray  | Manager Planning & Development Services |
| Cr Bronwyn Petrie  |   |
| <b>Non Council Representatives</b>   |   |
| Local Aboriginal Land Councils Representative – Moombahlene  |   |
| Rural Heritage – Urbenville Community Representative – Kerry Brown                                   |   |
| Rural Heritage – Community Representative – Julia Harpham  |   |
| Rural Heritage – Community Representative – Ken Halliday   |   |
| Urban Heritage - Community Representative – Val Melling  |   |
| Tenterfield Historical Society Representative – Daphne Struck  |   |
| Tenterfield Chamber of Tourism, Industry & Business Representative – John Brown (alt John Sommerlad) |   |
| Drake Progress Assoc Representative – Eleanor Ramsay   |   |
| Legume Progress Assoc Representative – John Griffiths (alt Glen Lamb)                                |   |
| Tenterfield Family History Group Representative – Kay Hurtz (President)                              |   |
| Tenterfield Railway Station Preservation Society – Sandra Wilson                                     |   |

## 1.8 DISABILITY, INCLUSION & ACCESS ADVISORY COMMITTEE

### Function

The purpose of the Disability, Inclusion & Access Advisory Committee is to review the Disability Action Plan, review progress towards the Disability Action Plan's actions and to make recommendations and provide feedback to Tenterfield Shire Council.

### Responsible Officer

Chief Executive.

### Meetings

To be held quarterly.

### Membership

*Representative members* - One (1) elected member of Council (and one (1) alternative elected member of Council), plus ten (10) community members.

*Non representative members* - Manager Economic Development & Community Engagement, Engineering Officer and Community Development Officer.

*Non representative attendees/invitees for specific Agenda items* - As required.

| <b>Councillor Representative</b>             | <b>Chief Executive or Delegate/s</b>                |
|--|---|
| Cr Don Forbes                                | Manager Economic Development & Community Engagement |
| Cr Bob Rogan - Alternative                   | Engineering Officer                                 |
|  | Community Development Officer                       |
| <b>Non Council Representatives</b>           |   |
| Community Representative - Michael Harris    |   |
| Community Representative - Diana Giles       |   |
| Community Representative - Barbara Smith     |   |
| Community Representative - Francine Strachan |   |
| Community Representative - Benjamin Roberts  |   |
| Community Representative - Greg Graham       |   |

Refer:

- Disability Inclusion Action Plan – Resolution 61/17 – 24/05/2017

## 1.9 PARKS, GARDENS AND OPEN SPACES ADVISORY COMMITTEE

### Function

The purpose of the Parks, Gardens and Open Space Advisory Committee is to provide recommendations and advice on Council strategy to enhance our natural and urban environment.

### Responsible Officer

Chief Corporate Officer.

### Meetings

Quarterly or as required.

### Membership

*Representative members* – Two (2) elected members of Council, plus seven (7) community members.

*Non representative members* - Chief Corporate Officer and Open Space, Regulatory & Utilities Supervisor. Chief Executive to attend as required.

*Non representative attendees/invitees for specific Agenda items* – As required.

| <b>Councillor Representative</b>                           | <b>Chief Executive or Delegate/s</b>          |
|--|---|
| Cr Greg Sauer  | Chief Corporate Officer                       |
| Cr Brian Murray  | Open Space, Regulatory & Utilities Supervisor |
| <b>Non Council Representatives</b>                         |   |
| Community Representative – Tenterfield – Kerrie Andrew     |   |
| Community Representative – Tenterfield – Tom Short         |   |
| Community Representative – Tenterfield – Jan Evans         |   |
| Community Representative – Tenterfield – Colleen Knight    |   |
| Community Representative – Liston – Jeff McKillop          |   |
| Community Representative – Legume – Glen Lamb              |   |
| Community Representative – Urbenville – Stephen Goldthorpe |   |
| Community Representative – Torrington – Lexi Kemp          |   |
| Community Representative – Drake – Vacant                  |   |
| Community Representative – Jennings – Vacant               |   |

### Refer:

- Parks, Gardens and Open Spaces Advisory Committee – Resolution 124/17 – 26/07/2017
- Parks, Gardens and Open Spaces Advisory Committee - Resolution 224/17 – 25/10/2017
- Parks, Gardens and Open Spaces Advisory Committee - Resolution 264/17 – 20/12/2017



## 1.10 ARTS AND CULTURE ADVISORY COMMITTEE

### Function

Identify and advise Council on the opportunities, management, installation and promotion of Arts and Cultural Activities, Strategy and Public Art across the Shire.

### Responsible Officer

Chief Executive.

### Meetings

Six monthly.

### Membership

*Representative members* – Two (2) elected members of Council, plus two (2) Borderline Regional Arts Association Representatives plus four (4) community members.

*Non representative members* - Manager Economic Development & Community Engagement and Community Development Officer.

*Non representative attendees/invitees for specific Agenda items* – As required.

| <b>Councillor Representative</b>           | <b>Chief Executive or Delegate/s</b>                |
|--|---|
| Cr Gary Verri                              | Manager Economic Development & Community Engagement |
| Cr Bronwyn Petrie                          | Community Development Officer                       |
| <b>Non Council Representatives</b>         |   |
| Borderline Arts Representative -           |   |
| Borderline Arts Representative -           |   |
| Community Representative – Ruth Rutherford |   |
| Community representative – Carmel Higgins  |   |
| Community representative – Raylee Delaney  |   |

Refer:

- Arts and Culture Advisory Committee – Resolution 124/17 – 26/07/2017
- Arts and Culture Advisory Committee – Resolution 224/17 – 25/10/2017

## 1.11 TOURISM ADVISORY COMMITTEE

### Function

The purpose of the Tourism Advisory Committee is to provide recommendations and advice to Council on strategies to enhance the development of tourism opportunities within the whole of the Tenterfield Shire.

### Responsible Officer

Chief Executive.

### Meetings

Quarterly.

### Membership

*Representative members* – Mayor plus one (1) elected member of Council, plus one (1) representative from the Caravan Association or Motor Home Industry, one (1) representative from NSW National Parks & Wildlife Service, four (4) representatives from tourism based enterprises – these representing the northern, southern, eastern and western areas of the Shire, one (1) representative from each of the major Council events (Bavarian Beer Festival, Oracles of the Bush, Peter Allen Festival), one (1) representative from the Tenterfield Show Society and one (1) representative from the Tenterfield Chamber of Tourism, Industry & Business.

*Non representative members* - Manager Economic Development & Community Engagement and Tourism Officer.

*Non representative attendees/invitees for specific Agenda items* – As required.

| <b>Councillor Representative</b>  | <b>Chief Executive or Delegate/s</b>                |
|---|---|
| Mayor   | Manager Economic Development & Community Engagement |
| Cr Bob Rogan  | Tourism Officer                                     |
| Cr Gary Verri   |   |
| <b>Non Council Representatives</b>  |   |
| Caravan Association or Motor Home Industry Representative – Di O'Connor                 |   |
| NSW National Parks & Wildlife Service Representative – Mick Lieberman                   |   |
| Tourism Based Enterprise Representative (North) – Stuart Bell                           |   |
| Tourism Based Enterprise Representative (South) –                                       |   |
| Tourism Based Enterprise Representative (East) –  |   |
| Tourism Based Enterprise Representative (West) –  |   |
| Bavarian Beer Festival Representative – President of Tenterfield Rotary                 |   |
| Oracles of the Bush Representative – Carolynne Newman                                   |   |
| Peter Allen Festival Representative – Chamber of Commerce (TCTIB)                       |   |
| Tenterfield Show Society Representative – Kym Rhodes                                    |   |
| Tenterfield Chamber of Tourism, Industry & Business Representative – President of TCTIB |   |

## 1.12 YOUTH ADVISORY COMMITTEE

### Function

The Tenterfield Youth Advisory Committee presents the views of Shire youth to Tenterfield Shire Council and the wider community, ensuring that young people are given a voice at Local Government level to advocate on issues that affect young people in our Shire. Youth Advisory committee members will be involved in community projects, will support youth related activities and programs and will be an advocate for young people within our Shire.

### Responsible Officer

Chief Executive.

### Meetings

Quarterly.

### Membership

*Representative members* – Mayor plus two (2) elected members of Council.

*Non representative members* - Manager Economic Development & Community Engagement and Community Development Officer.

*Non representative attendees/invitees for specific Agenda items* – As required.

| <b>Councillor Representative</b>       | <b>Chief Executive or Delegate/s</b>                |
|--|---|
| Mayor                                  | Manager Economic Development & Community Engagement |
| Cr Bronwyn Petrie                      | Community Development Officer                       |
| Cr Greg Sauer                          |   |
| <b>Non Council Representatives</b>     |   |
| Roberta Koch - Student Support Officer |   |
| Ella Wishart - Student                 |   |
| Phoebe Cooper - Student                |   |
| Alyssa Doward - Student                |   |
| Hayley Carpenter - Student             |   |
| Gracie-Lee Dodd - Student              |   |
| Nana Baker - Student                   |   |
| Elysia Baker - Student                 |   |
| Malika Reeves - Student                |   |

## **1.13 LEGUME TO WOODENBONG ROAD – KEY STAKEHOLDERS GROUP**

### **Function**

Administered by Tenterfield Shire Council, the Key Stakeholders Group was set up following the successful lobbying to obtain funding for the upgrade of the Mt Lindesay Road between Legume and Woodenbong by the former Legume to Woodenbong Road Alliance, announced 27 July 2018.

The Key Stakeholders Group comprises representatives from Tenterfield Shire Council, Southern Downs Regional Council, Scenic Rim Regional Council, Kyogle Shire Council, Lismore City Council, Richmond Valley Council, local industry and transport groups and road users.

### **Responsible Officer**

Chief Executive.

### **Meetings**

As required.

### **Representation**

Mayor and one (1) elected representative.

| <b>Councillor Representative</b> | <b>Chief Executive or Delegate/s</b> |
|----------------------------------|--------------------------------------|
| Mayor                            | Chief Executive                      |
| Cr Gary Verri                    | Director Infrastructure              |

## 2. EXTERNAL BOARDS, COMMITTEES & ORGANISATIONS

### 2.1 COUNTRY MAYORS ASSOCIATION

#### **Function**

A lobby group acting on behalf of rural councils from throughout New South Wales. Additionally serves as a forum to discuss common issues, challenges and approaches.

#### **Responsible Officer**

Chief Executive.

#### **Meetings**

Quarterly.

#### **Membership**

Councils from throughout NSW.

#### **Representation**

Mayor and Chief Executive.

| <b>Councillor Representative</b> | <b>Chief Executive or Delegate/s</b> |
|----------------------------------|--------------------------------------|
| Mayor                            | Chief Executive                      |

## 2.2 ARTS NORTH WEST

### **Function**

To provide the communities of the North West with a common approach and direction that enables strategic development of the arts and culture.

### **Responsible Officer**

Chief Executive.

### **Meetings**

Quarterly.

### **Membership**

Councils from throughout the North West area.

### **Representation**

Nil.

| <b>Councillor Representative</b> | <b>Chief Executive or Delegate/s</b> |
|----------------------------------|--------------------------------------|
| Cr Gary Verri (Board Member)     | Nil                                  |

## 2.3 BORDER REGION ORGANISATION OF COUNCILS (BROC)

### Function

Discuss and share information with other border Councils. Participate in projects where applicable and relevant. Lobby group to State Governments (Queensland and New South Wales).

### Responsible Officer

Chief Executive.

### Meetings

Quarterly.

### Membership

Consists of the following eight (8) Councils.

|  |                              |
|--|------------------------------|
| Gwydir Shire Council (current Executive) | Moree Plains Shire Council   |
| Tenterfield Shire Council                | Inverell Shire Council       |
| Southern Downs Regional Council          | Goondiwindi Regional Council |
| Balonne Shire Council                    | Bulloo Shire Council         |

### Representation

Mayor plus one (1) Councillor, plus the Chief Executive.

| Councillor Representative | Chief Executive or Delegate/s |
|---------------------------|-------------------------------|
| Mayor                     | Chief Executive (or nominee)  |
| Cr Brian Murray           |                               |

## 2.4 NORTHERN INLAND REGIONAL WASTE

### Function

A voluntary Local Government Networking Group established to specifically address waste management issues on a regional level.

### Responsible Officer

Chief Operating Officer.

### Meetings

Quarterly.

### Representation

Mayor plus one (1) Councillor, plus Manager Water & Waste.

| Councillor Representative | Chief Executive or Delegate/s |
|---------------------------|-------------------------------|
| Mayor                     | Manager Water & Waste         |
| Cr Bob Rogan              |                               |



## 2.5 NORTH WEST WEIGHT OF LOADS GROUP

### Function

To preserve the road system asset and promote road safety, by encouraging heavy vehicles to comply with weight regulations on local and classified roads.

Administered by Moree Plains Shire Council.

### Responsible Officer

Director Infrastructure.

### Meetings

As required.

### Membership

Consists of the following eight (8) Councils.

|                                 |                           |
|---------------------------------|---------------------------|
| Moree Plains Shire Council      | Dubbo Regional Council    |
| Glen Innes Severn Shire Council | Gunnedah Shire Council    |
| Inverell Shire Council          | Narrabri Shire Council    |
| Warrumbungle Shire Council      | Tenterfield Shire Council |

### Representation

One (1) Councillor and relevant staff as required.

| Councillor Representative | Chief Executive or Delegate/s        |
|---------------------------|--------------------------------------|
| Cr Gary Verri             | Director Infrastructure (or nominee) |

Refer:

Resolution 88/20 – 27 May 2020

## 2.6 LOCAL HEALTH ADVISORY COMMITTEE

### Function

To consider issues relating to the provision of health and hospital services in the area.

The Local Health Advisory Committee:

- Identifies and raises health issues of local concern;
- Provides community input into ongoing Hunter New England Health planning and service development;
- Nominates community representatives for Hunter New England consultative groups;
- Provides a community perspective on health issues rather than the views of individuals;
- Provides information on health issues to the community, and
- Encourages consumer advocacy and consumer perspective in public health care and development.

### Responsible Officer

Chief Executive.

### Meetings

Monthly.

### Representation

Mayor and relevant staff as required.

|                                  |                                      |
|----------------------------------|--------------------------------------|
| <b>Councillor Representative</b> | <b>Chief Executive or Delegate/s</b> |
| Mayor                            | Community Development Officer        |

## 2.7 TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE

### Function

Council is required to establish a Local Traffic Committee as a condition for the delegation of Roads & Maritime Services (RMS) traffic powers.

### Responsible Officer

Chief Operating Officer.

### Meetings

Every second month.

### Representation

Mayor plus two (2) Councillors, Director Infrastructure and relevant staff as required.

| <b>Councillor Representative</b> | <b>Chief Executive or Delegate/s</b> |
|----------------------------------|--------------------------------------|
| Mayor                            | Director Infrastructure              |
| Cr Gary Verri                    |                                      |
| Cr Tom Peters                    |                                      |

## 2.8 LOCAL EMERGENCY MANAGEMENT COMMITTEE

### Function

A Local Emergency Management Committee (LEMC) is responsible for the preparation of plans in relation to the prevention of, preparation for, response to and recovery from emergencies in the Local Government area for which it is constituted and in the exercise of its functions. Any such Committee reports to the relevant District Emergency Management Committee.

### Responsible Officer

Chief Executive.

### Meetings

Quarterly.

### Representation

Mayor plus one (1) Councillor and Chief Executive and relevant staff as required.

| <b>Councillor Representative</b> | <b>Chief Executive or Delegate/s</b> |
|----------------------------------|--------------------------------------|
| Mayor                            | Chief Executive                      |
| Cr Michael Petrie                |                                      |

## 2.9 BUSHFIRE MANAGEMENT COMMITTEE

### Function

To oversee delivery of the Rural Fire Service within the Tenterfield Shire and to discharge Council's role under the Bush Fires Act and Local Government Act.

### Responsible Officer

Chief Executive.

### Meetings

Quarterly

### Representation

One (1) Councillor and relevant staff member.

| <b>Councillor Representative</b> | <b>Chief Executive or Delegate/s</b> |
|----------------------------------|--------------------------------------|
| Cr Tom Peters                    | Chief Executive (or nominee)         |

## 2.10 NSW RFS SERVICE LEVEL AGREEMENT LIAISON COMMITTEE

### Function

To consider the Rural Fire Service' strategic plan achievements and projects for the following year.

### Responsible Officer

Chief Executive.

### Meetings

Annual.

### Representation

Mayor plus one (1) Councillor and Chief Executive.

| <b>Councillor Representative</b> | <b>Chief Executive or Delegate/s</b> |
|----------------------------------|--------------------------------------|
| Mayor                            | Chief Executive (or nominee)         |
| Cr Tom Peters                    |                                      |

## 2.11 AUSTRALIAN RURAL ROADS GROUP

### Function

The Australian Rural Roads Group is a group of rural Local Governments from around Australia that have joined together to lobby government for improved funding for rural roads.

### Responsible Officer

Chief Executive.

### Meetings

Annual.

### Membership

Formed in 2010 and consists of the following Councils from across Australia.

| <b>New South Wales</b>              | <b>Queensland</b>                |
|-------------------------------------|----------------------------------|
| Armidale Regional Council           | Cassowary Coast Regional Council |
| Berrigan Shire Council              | Isaac Regional Council           |
| Bland Shire Council                 | Lockyer Valley Regional Council  |
| Cabonne Council                     | North Burnett Regional Council   |
| Carrathool Shire Council            | Toowoomba Regional Council       |
| Cobar Shire Council                 | <b>Victoria</b>                  |
| Coonamble Shire Council             | Colac Otway Shire Council        |
| Forbes Shire Council                | Horsham Rural City Council       |
| Gilgandra Community & Shire Council | Moyne Shire Council              |
| Glen Innes Severn Council           | South Gippsland Shire Council    |
| Greater Taree City Council          | Yarriambiack Shire Council       |
| Griffith City Council               | <b>Western Australia</b>         |
| Gunnedah Shire Council              | Shire of Broomehill-Tambellup    |
| Gwydir Shire Council                | Shire of Coorow                  |
| Inverell Shire Council              | Shire of Corrigin                |
| Junee Shire Council                 | Shire of Dandaragan              |
| Liverpool Plains Shire Council      | Shire of Esperance               |
| Moree Plains Shire Council          | Shire of Gingin                  |
| Nambucca Shire Council              | Shire of Lake Grace              |
| Narrabri Shire Council              | <b>South Australia</b>           |
| Narromine Shire Council             | District Council of Grant        |
| Tenterfield Shire Council           | Kangaroo Island Council          |
| Uralla Shire Council                | District Council of Kimba        |
| Walgett Shire Council               | Tatiara District Council         |
| Warrumbungle Shire Council          |                                  |
| Wentworth Shire Council             |                                  |

### Representation

Mayor.

| <b>Councillor Representative</b> | <b>Chief Executive or Delegate/s</b> |
|----------------------------------|--------------------------------------|
| Mayor                            | Nil                                  |

## 2.12 TENTERFIELD LIQUOR ACCORD

### **Function**

To develop and oversee the rules, regulations and requirements of Licensed premises that have joined the Liquor Accord Committee.

### **Responsible Officer**

Chief Executive.

### **Meetings**

Twice a year.

### **Representation**

One (1) Councillor and Community Development Officer.

| <b>Councillor Representative</b> | <b>Chief Executive or Delegate/s</b> |
|----------------------------------|--------------------------------------|
| Cr Don Forbes                    | Community Development Officer        |



## 2.13 NSW PUBLIC LIBRARIES' ASSOCIATION

### Function

The key functions of the Association are:

- Lobbying and advocacy – through all levels of government to improve library services;
- Building strategic partnerships – libraries establishing relationships with local, state and national organisations;
- Professional development on an individual and collective basis.

### Responsible Officer

Chief Executive.

### Meetings

Twice per year – Full Meeting (elected representative)

Twice per year – Zone Manager's Meeting (staff member)

### Representation

One (1) Councillor and Senior Librarian.

| <b>Councillor Representative</b> | <b>Chief Executive or Delegate/s</b> |
|----------------------------------|--------------------------------------|
| Cr John Macnish                  | Senior Librarian (or nominee)        |

## 2.14 GRANITE BORDERS LANDCARE COMMITTEE INC

### Function

Granite Borders Landcare became incorporated in 1997 in response to the community's desire to co-ordinate Landcare activities in the area. The Committee is a cross border, cross catchment umbrella group representing over 45 Landcare groups, three (3) Local Government organisations and numerous schools and individual community members across the region.

### Responsible Officer

Chief Corporate Officer.

### Meetings

Quarterly.

### Membership

|                                       |                                 |
|---------------------------------------|---------------------------------|
| Southern Downs Regional Council (QLD) | Tenterfield Shire Council (NSW) |
| Glen Innes Severn Shire Council (NSW) |                                 |

### Representation

One (1) Councillor and relevant staff member.

| Councillor Representative | Chief Executive or Delegate/s        |
|---------------------------|--------------------------------------|
| Cr Bronwyn Petrie         | Chief Corporate Officer (or nominee) |

## 2.15 NORTHERN TABLELANDS REGIONAL WEEDS COMMITTEE

### Function

Promotes a regional approach to management of noxious and other environmental weeds by bringing together all local and state government organisations and other bodies involved in land management throughout the New England Region of NSW.

### Responsible Officer

Chief Corporate Officer.

### Meetings

Quarterly.

### Membership

Northern Tablelands Local Land Services

NSW Department of Primary Industries

Local Control Authorities: (Glen Innes Severn, Inverell, Tenterfield Shire Councils)

County Councils: (New England Weeds Authority)

National Parks & Wildlife Service

NSW Farmers

Aboriginal Land Council

Environmental Interest (or similar organisation)

Crown Lands Department

Roads & Maritime Services

Landcare

### Representation

One (1) Councillor and Weeds Officer.

| Councillor Representative | Chief Executive or Delegate/s |
|---------------------------|-------------------------------|
| Cr Tom Peters             | Weeds Officer                 |

## 2.16 MURRAY DARLING ASSOCIATION

### Function

A healthy Murray Darling Basin supports thriving communities, economic development and sustainable productivity with the purpose of the Murray Darling Association being to provide effective representation of local government and communities at state and federal level in the management of Basin resources by providing:

- information
- facilitating debate
- seeking to influence government policy.

### Responsible Officer

Chief Executive.

### Meetings

Region 11 Meetings as required.  
Annual Murray Darling Association Conference

### Membership

Stakeholders include Commonwealth, State and Local Government, natural resource management organisations, agricultural and business industry associations, and the general community.

### Representation

Mayor and/or Deputy Mayor plus any one (1) Councillor as alternative if the Mayor or Deputy Mayor are unavailable.

From Council's 3 delegates, Council only endorse 1 to be on the Executive Committee.

| <b>Councillor Representative</b>                           | <b>Chief Executive or Delegate/s</b> |
|--|--------------------------------------|
| Mayor  | Chief Executive (or nominee)         |
| Deputy Mayor (Cr Greg Sauer)<br>Executive Committee Member |                                      |
| Cr Don Forbes  |                                      |

Refer: Res 93/18 – 23/05/18  
Res 151/18 – 25/07/18  
Res 61/20 – 22/4/20

## 2.17 TENTERFIELD FM RADIO ASSOCIATION

### Function

To oversee the operation of the local Tenterfield radio station Ten FM. The Committee extends an invitation for one (1) Councillor to attend.

### Responsible Officer

Chief Executive.

### Meetings

Monthly.

### Representation

One (1) Councillor.

| Councillor Representative | Chief Executive or Delegate/s |
|---------------------------|-------------------------------|
| Cr Tom Peters             | Nil.                          |

## 2.18 COMMUNITY SAFETY PRECINCT COMMITTEE

### Function

Regional forum for Mayors, local State Member and Police Sergeant to discuss community safety and crime rates/issues.

### Responsible Officer

Chief Executive.

### Meetings

Quarterly.

### Representation

Mayor.

| Councillor Representative | Chief Executive or Delegate/s |
|---------------------------|-------------------------------|
| Mayor                     | Nil                           |

## **2.19 SOUTHERN DOWNS REGIONAL COUNCIL HIGHWAY TASKFORCE ALLIANCE**

### **Function**

Set up by Southern Downs Regional Council to lobby the State & Federal Governments for the upgrade of the New England and Cunningham Highways.

The Taskforce comprises representatives from Southern Downs Regional Council, Scenic Rim Regional Council and Tenterfield Shire Council.

### **Responsible Officer**

Chief Executive.

### **Meetings**

Quarterly.

### **Representation**

Mayor and one (1) elected representative.

| <b>Councillor Representative</b> | <b>Chief Executive or Delegate/s</b> |
|----------------------------------|--------------------------------------|
| Mayor                            | Nil                                  |
| Cr Gary Verri                    |                                      |

## 2.20 BRUXNER WAY JOINT COMMITTEE

### Function

The objectives of the Bruxner Way Joint Committee are to lobby for the upgrade of the Bruxner Way from Tenterfield to the Queensland border at Boggabilla.

The Joint Committee comprises representatives from Tenterfield Shire Council, Moree Plains Shire Council, Gwydir Shire Council and Inverell Shire Council.

### Responsible Officer

Chief Executive.

### Meetings

Quarterly.

### Representation

Mayor and Chief Executive.

| Councillor Representative | Chief Executive or Delegate/s |
|---------------------------|-------------------------------|
| Mayor                     | Chief Executive               |
| Cr Brian Murray           |                               |



## 2.21 JOINT REGIONAL PLANNING PANELS

### Function

The Joint Regional Planning Panels were introduced in NSW on 1 July 2009 to strengthen decision making on regionally significant development applications and certain other planning matters.

The Joint Regional Planning Panels and the Sydney Planning Panels are independent bodies representing the Crown and are not subject to the direction of the Minister, except on matters relating to planning panel procedures.

### Responsible Officer

Chief Corporate Officer.

### Meetings

As required.

### Representation

Mayor and Deputy Mayor plus one (1) elected representative as the alternative.

| <b>Councillor Representative</b> | <b>Chief Executive or Delegate/s</b>    |
|----------------------------------|---|
| Mayor                            | Chief Corporate Officer                 |
| Deputy Mayor (Cr Greg Sauer)     | Manager Planning & Development Services |
| Cr Bob Rogan (alternative)       |   |

Refer: Res 92/18 – 23/05/2018

## 2.22 NATIONAL TIMBER COUNCILS' ASSOCIATION

### Function

The National Timber Councils' Association aims to promote vibrant, resilient communities, maintain regional investment, employment opportunities and responsible environmental practices and provide local government with access to information regarding forest policy development and implementation and keep councils informed of developments at Federal and State Government levels.

### Responsible Officer

Chief Executive.

### Meetings

As required.

### Representation

Two (2) elected representatives plus one (1) elected representative as the alternative.

| <b>Councillor Representative</b> | <b>Chief Executive or Delegate/s</b> |
|----------------------------------|--------------------------------------|
| Cr Bronwyn Petrie                | Chief Executive                      |
| Cr Michael Petrie                |                                      |
| Cr Gary Verri (alternative)      |                                      |

Refer: Res 176/18 – 22/08/2018

### 3. COMMUNITY ENGAGEMENT FORUMS

#### 3.1 OUR SOCIETY – COMMUNITY ENGAGEMENT FORUM

##### Function

To act as Council's initial point of contact for community engagement and feedback on all issues relating to:

- Sporting and Recreation;
- Parks, Gardens and Public Space;
- Arts, Culture and Creativity;
- Children, Youth and Families;
- Community Health and Safety;
- Community Transport;
- Local Events and Entertainment.

The group will provide an engagement forum for discussions with the community (and feedback) on the delivery of the Community Strategic Plan and Council's Delivery Program for all of these service areas.

##### Responsible Officer

Chief Executive.

##### Meetings

Six monthly.

##### Representation

Mayor and three (3) Councillors.

| <b>Councillor Representative</b> | <b>Chief Executive or Delegate/s</b>                |
|----------------------------------|---|
| Mayor                            | Chief Executive                                     |
| Cr Greg Sauer                    | Chief Corporate Officer                             |
| Cr Brian Murray                  | Manager Economic Development & Community Engagement |
| Cr John Macnish                  | Manager Planning & Development Services             |
|                                  | Community Development Officer                       |
| <b>Community Representatives</b> |   |
| Nil - Public Meetings            |   |

## 3.2 OUR ECONOMY – COMMUNITY ENGAGEMENT FORUM

### Function

To act as Council's initial point of contact for community engagement and feedback on all issues relating to:

- Economic Growth and Job Creation;
- Tourism and Promotion;
- Major Events.

The group will provide an engagement forum for discussions with the community (and feedback) on the delivery of the Community Strategic Plan and Council's Delivery Program for all of these service areas.

### Responsible Officer

Chief Executive.

### Meetings

Six monthly.

### Representation

Mayor and three (3) Councillors.

| <b>Councillor Representative</b> | <b>Chief Executive or Delegate/s</b>                |
|----------------------------------|---|
| Mayor                            | Chief Executive                                     |
| Cr Bob Rogan                     | Manager Economic Development & Community Engagement |
| Cr Michael Petrie                | Chief Corporate Officer                             |
| Cr Greg Sauer                    | Director Infrastructure                             |
|                                  | Tourism Officer                                     |
|                                  | Manager Planning & Development                      |
| <b>Community Representatives</b> |   |
| Nil - Public Meetings            |   |

### 3.3 OUR ENVIRONMENT – COMMUNITY ENGAGEMENT FORUM

#### Function

To act as Council’s initial point of contact for community engagement and feedback on all issues relating to:

- Environmental Management;
- Noxious Weeds Control;
- Waste Management and Recycling;
- Natural Resource Management.

The group will provide an engagement forum for discussions with the community (and feedback) on the delivery of the Community Strategic Plan and/ Council’s Delivery Program for all of these service areas.

#### Responsible Officer

Chief Executive

#### Meetings

Six monthly.

#### Representation

Mayor and three (3) Councillors.

| <b>Councillor Representative</b> | <b>Chief Executive or Delegate/s</b>                |
|----------------------------------|---|
| Mayor                            | Chief Executive                                     |
| Cr Gary Verri                    | Manager Economic Development & Community Engagement |
| Cr Bronwyn Petrie                | Director Infrastructure                             |
| Cr Tom Peters                    | Chief Corporate Officer                             |
|                                  | Manager Water & Waste                               |
|                                  | Weeds Officer                                       |
|                                  | Manager Planning & Development                      |
| <b>Community Representatives</b> |   |
| Nil – Public Meetings            |   |

| <b>Version</b> | <b>Date</b> | <b>Modified by</b> | <b>Details</b> |
|----------------|-------------|--------------------|----------------|
| V.1            | 22/2/17     | Council            | Res No. 12/17  |
| V.2            | 27/9/17     | Council            | Res No. 190/17 |
| V.3            | 26/9/18     | Council            | Res No. 196/18 |
| V.4            | 24/6/20     | Council            | Res No. 106/20 |
|                |             |                    |                |