TENTERFIELD SHIRE COUNCIL

MAYORAL ELECTION – 12 JANUARY 2022

We hereby nominate Councillor   ....

for the office of   **MAYOR**   for the period 2022 to 2024

1)   ....   2)   ....

(Signature of Nominator)   (Signature of Nominator)

I hereby accept and consent to the above nomination.

....
(Signature of Nominee)

Note: *This form should be returned to the Returning Officer, Mr Daryl Buckingham, Chief Executive, Tenterfield Shire Council, 247 Rouse Street Tenterfield:*
Either prior to, or at the commencement of the Ordinary Council Meeting on Wednesday, 12 January 2021.

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(Signature of Nominator)   (Signature of Nominator)

I hereby accept and consent to the above nomination.

....
(Signature of Nominee)

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Either prior to, or at the commencement of the Ordinary Council Meeting on Wednesday, 12 January 2021.

ELECTION OF MAYOR AND DEPUTY MAYOR BY COUNCILLORS

Summary

Councillors must elect a mayor from among their number every two years unless they have a popularly elected mayor.

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

The election of the mayor and the deputy mayor must be conducted in accordance with clause 394 and Schedule 7 of *the Local Government (General) Regulation 2005* (the Regulation)*.*

The purpose of this document is to assist councils to conduct mayoral and deputy mayoral elections in accordance with these requirements. It includes scripts for key activities to help returning officers exercise their functions. These scripts are provided in the text boxes inserted in the relevant parts of this document.

How can councils use this document?

Electing a mayor is an important activity. It is vital that the process is smooth, open and easy to follow and not rushed or confusing. Where necessary, it may be appropriate to stop and provide clarification for the benefit of councillors, staff or the gallery.

Returning officers can circulate this document prior to the meeting to help councillors understand the election process.

Election of a mayor after an ordinary election of councillors

An election for mayor must be held within three weeks of the declaration of the ordinary election at a meeting of the council.

The returning officer is to be the general manager or a person appointed by the general manager.

As no mayor or deputy mayor will be present at the start of the meeting, the first business of the meeting should be the election of a chairperson to preside at the meeting. Alternatively, the returning officer may assume the chair for the purpose of conducting the election.

Mid-term election of a mayor

A mayor elected by councillors holds office for two years. A mid-term mayoral election must be held in the September two years after the ordinary election of councillors or the first election of a new council following its establishment.

Procedures

Prior to the meeting

Before the council meeting at which the election is to be conducted, the returning officer will give notice of the election to the councillors.

The notice is to set out how a person may be nominated as a candidate for election as chairperson.

> *As returning officer, I now invite nominations for the position of mayor/deputy mayor for* [name of council] *for a two year period.*
>
> *In accordance with the Local Government (General) Regulation 2005, two or more councillors may nominate a councillor (one of whom may be the nominee) for the position of mayor/deputy mayor. Nominations must be in writing and the nominee must consent to their nomination in writing.*

A councillor may be nominated without notice for election as mayor or deputy mayor. The nomination 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.

The returning officer checks the nomination forms and writes the nominees' names on a candidates' sheet.

At the meeting

At the start of the first meeting after an ordinary election, in the absence of a chairperson, the returning officer assumes the chair and announces that the first item of business is to be the election of a mayor.

If a chairperson is present, they announce that the first item of business is the election of the mayor then vacates the chair for the returning officer who will then conduct the election.

The returning officer reads out the names of the nominees and seeks confirmation that the nominee has accepted the nomination.

If only one councillor has been nominated for the position of mayor/deputy mayor, the nominee is elected.

> *As there is only one nominee for the role of mayor/deputy mayor, I declare that* [name of successful candidate] *is elected as mayor/deputy mayor for the ensuing two years.*

If more than one candidate has been nominated, the council must determine by resolution, the method of voting for the position of mayor/deputy mayor, by way of one of the following methods:

- Open voting – i.e. by show of hands
- Ordinary ballot – i.e. a secret ballot (place an "X" against the candidate of their choice)
- Preferential ballot – i.e. place 1, 2, 3 etc. against each candidate.

The returning officer must ask for a motion to be put to the meeting by one of the councillors on the preferred method of voting for the election of a chairperson. This must then be seconded and voted on by the councillors.

Note: In the event of a tie, if there is a chairperson, they may use their casting vote. If there is a tie and no chairperson, an election for the role of chairperson should be conducted. Then the election for mayor resumes.

Open voting (show of hands)

Open voting is the most transparent method of voting. It is also the least bureaucratic method and reflects normal council voting methods.

The returning officer will advise the meeting of the method of voting and explains the process.

> *It has been resolved that the method of voting for the position of mayor/deputy mayor will be by show of hands.*
>
> *Each councillor is entitled to vote for only one candidate in each round of voting.*
>
> *I will now write each candidate's name on a slip of paper and deposit it in a barrel. The first name out of the barrel will be written first on the tally sheet, with second name out being written second on the tally sheet, etc.*

When all candidates' names have been written on the tally sheet, the returning officer announces the names of the candidates and, commencing with the first candidate, states the following:

> *Would those councillors voting for* [name of candidate] *please raise your hand.*

The returning officer records the number of votes for each successive candidate on the tally sheet and announces the number of votes received for each candidate.

The minute taker records the vote of each councillor.

The returning officer should check with the minute taker that each councillor has voted. If a councillor has not voted it should be confirmed that they are abstaining (an informal vote).

Two candidates

If there are only two candidates for the position of mayor/deputy mayor and the voting is higher for one candidate than another (number of formal votes recorded on the tally sheet), the returning officer then announces the result.

> [Name of candidate] *has the higher number of formal votes and as a result I declare that* [name of candidate] *is elected as mayor/deputy mayor for the ensuing two years.*

In the event of a **tied vote**, the returning officer will advise the meeting of the following process.

> *In accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the*

> *names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be declared as mayor/deputy mayor.*

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests a staff member to shake the barrel.

The returning officer then draws a name out of the barrel and shows the meeting.

> *I declare that* [name of candidate] *is elected as mayor/deputy mayor for the ensuing two years.*

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

Three or more candidates

If there are three or more candidates, the candidate with the lowest number of votes for the position of mayor/deputy mayor is excluded.

> [Name of candidate]*, having the lowest number of votes, is excluded.*

The voting continues as above until there are only two candidates remaining (see voting for **two candidates** above).

In the event that the **lowest number of votes are tied**, the returning officer advises the meeting of the following process:

> *In accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be excluded.*

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests a staff member to shake the barrel.

The returning officer then draws a name out of the barrel and shows it to the meeting.

> *I declare that* [name of candidate] *is excluded.*

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

Ordinary ballot – (secret ballot)

The returning officer advises the meeting of the method of voting and explains the process.

> *It has been resolved that the method for voting for the position of mayor/deputy mayor will be by ordinary ballot, in other words by placing an "X" against the candidate of the councillor's choice.*

The returning officer announces the names of the candidates for mayor/deputy mayor and writes each name on a slip of paper and deposits it in a barrel.

The returning officer requests that a staff member shakes the barrel and advises that the order in which the names will appear on the ballot paper will be determined by a draw out of the barrel, i.e. first name out of the barrel is written first on the ballot papers and so on.

It will be necessary to have a number of blank papers as this process may require more than one round of voting.

The returning officer writes the names on one set of the ballot papers and initials the front of each ballot paper.

A staff member distributes the ballot papers and collects them into the ballot box when completed and gives it to the returning officer who counts the votes and records them on the tally sheet.

The returning officer announces the results.

> [Name of candidate]*, having the lowest number of votes, is excluded.*

In the event that the **lowest number of votes are tied**, the returning officer advises the meeting of the following process:

> *In accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be excluded.*

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests a staff member to shake the barrel.

The returning officer then draws a name out of the barrel and shows it to the meeting.

> *I declare that* [name of candidate] *is excluded.*

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

The returning officer writes the names of the remaining candidates on a further set of the ballot papers and initials the front of each ballot paper.

The staff member distributes ballot papers listing the remaining candidates and collects them into the ballot box when completed and gives it to the returning officer who again counts the votes and records them on the tally sheet and announces the results.

The process continues until two candidates remain, where a final vote takes place.

> [Name of candidate] *has the higher number of votes and I declare that* [name of candidate] *is elected as mayor/deputy mayor for the ensuing two years.*

In the event of a **tied vote** between the two remaining candidates, the returning officer makes the following statement and announces the process.

> *The votes are tied between* [name of candidate 1] *and* [name of candidate 2] *having received* [number] *votes each, and, in accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel.*
>
> *Please note that the candidate whose name is drawn out will be declared as mayor/deputy mayor.*

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests that a staff member shakes the barrel.

The returning officer then draws a name out of the barrel and shows the meeting.

> *I declare that* [name of candidate] *is elected as mayor/deputy mayor for the ensuing two years.*

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

Preferential ballot

The returning officer explains the process.

> *It has been resolved that the method for voting for the position of mayor/deputy mayor will be by preferential ballot, i.e. placing 1, 2 and so on against the candidate of the councillor's choice in order of preference for all candidates.*

The returning officer announces the names of the candidates for mayor/deputy mayor and writes each candidate's name on a slip of paper and deposits it in a barrel.

The returning officer requests that a staff member shakes the barrel and advises that the order in which the names will appear on the ballot paper will be determined by a draw out of the barrel, i.e. first name out of the barrel is written first on the ballot papers and so on.

The returning officer writes the names on the ballot papers and initials the front of each ballot paper. This method of voting requires only one set of ballot papers.

A staff member distributes the ballot papers and collects them when completed and gives them to the returning officer who counts the first preference votes and records them on the tally sheet.

If a candidate has an absolute majority of first preference votes (more than half), the returning officer declares the outcome.

> [Name of candidate]*, having an absolute majority of first preference votes, is elected as mayor/deputy mayor for the ensuing two years.*

If no candidate has the absolute majority of first preference votes, the returning officer excludes the candidate with the lowest number of first preference votes.

> [Name of candidate]*, having the lowest number of first preference votes, is excluded.*

The preferences from the excluded candidate are distributed. This process continues until one candidate has received an absolute majority of votes, at which time the returning officer announces the result.

> [Name of candidate]*, having an absolute majority of votes, is elected as mayor/deputy mayor for the ensuing two years.*

In the event of a **tied vote** where there are only two candidates remaining in the election, the returning officer explains the process.

> *The votes are tied between* [name of candidate 1] *and* [name of candidate 2] *having received* [number] *votes each, and, in accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be declared as mayor/deputy mayor.*

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests a staff member to shake the barrel. The returning officer then draws a name out of the barrel and shows the meeting.

> *I declare that* [name of candidate] *is elected as mayor/deputy mayor for the ensuing two years.*

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

In the event that the **lowest number of votes are tied** and where there are three or more candidates remaining in the election, the returning officer advises the meeting of the process.

> *In accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be excluded and their preferences distributed.*

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests that a staff member shakes the barrel.

The returning officer then draws a name out of the barrel and shows the meeting.

> *I declare that* [name of candidate] *is excluded and any votes cast for them will be distributed by preference.*

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

Schedule 7 - Election of Mayor by Councillors

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 (1) (b) and (c) and (6) 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 (1) (b) and (c) and (5) 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. That candidate 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 councillors at the council meeting at which the election is held by the returning officer, and

b)   to be delivered or sent to the Departmental Chief Executive and to the Chief Executive of Local Government New South Wales.

TENTERFIELD SHIRE COUNCIL

ELECTION OF DEPUTY MAYOR – 12 JANUARY 2022

We hereby nominate Councillor   ....

for the office of   **DEPUTY MAYOR**   for the period 12 January 2022 to 12 January 2023

1)   ....   2)   ....

(Signature of Nominator)   (Signature of Nominator)

I hereby accept and consent to the above nomination.

....
(Signature of Nominee)

Note: *This form should be returned to the Returning Officer, Mr Daryl Buckingham, Chief Executive, Tenterfield Shire Council, 247 Rouse Street Tenterfield:*
Either prior to, or at the commencement of the Ordinary Council Meeting on Wednesday, 12 January 2021.

TENTERFIELD SHIRE COUNCIL

2019-2021

Committees Register

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

Contents

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.

Councillor Representative	Chief Executive or Delegate/s
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)
Non Council Representatives	
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

Councillor Representative	Chief Executive or Delegate/s
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.

Councillor Representative	Chief Executive or Delegate/s
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.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive
Cr Greg Sauer	Manager Economic Development & Community Engagement
Non Council Representatives	
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.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Corporate Officer
Cr Don Forbes	Open Space, Regulatory & Utilities Supervisor
Cr Michael Petrie	
Non Council Representatives	
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.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive
Cr Bronwyn Petrie	Manager Economic Development & Community Engagement
	Community Development Officer
Non Council Representatives	
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.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Corporate Officer
Cr Brian Murray	Manager Planning & Development Services
Cr Bronwyn Petrie	
Non Council Representatives	
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.

Councillor Representative	Chief Executive or Delegate/s
Cr Don Forbes	Manager Economic Development & Community Engagement
Cr Bob Rogan - Alternative	Engineering Officer
	Community Development Officer
Non Council Representatives	
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.

Councillor Representative	Chief Executive or Delegate/s
Cr Greg Sauer	Chief Corporate Officer
Cr Brian Murray	Open Space, Regulatory & Utilities Supervisor
Non Council Representatives	
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.

Councillor Representative	Chief Executive or Delegate/s
Cr Gary Verri	Manager Economic Development & Community Engagement
Cr Bronwyn Petrie	Community Development Officer
Non Council Representatives	
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.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Manager Economic Development & Community Engagement
Cr Bob Rogan	Tourism Officer
Cr Gary Verri	
Non Council Representatives	
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.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Manager Economic Development & Community Engagement
Cr Bronwyn Petrie	Community Development Officer
Cr Greg Sauer	
Non Council Representatives	
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.

Councillor Representative	Chief Executive or Delegate/s
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.

Councillor Representative	Chief Executive or Delegate/s
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.

Councillor Representative	Chief Executive or Delegate/s
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.

Councillor Representative	Chief Executive or Delegate/s
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.

Councillor Representative	Chief Executive or Delegate/s
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.

Councillor Representative	Chief Executive or Delegate/s
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.

Councillor Representative	Chief Executive or Delegate/s
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.

Councillor Representative	Chief Executive or Delegate/s
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.

New South Wales	Queensland
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	**Victoria**
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	**Western Australia**
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	**South Australia**
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.

Councillor Representative	Chief Executive or Delegate/s
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.

Councillor Representative	Chief Executive or Delegate/s
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.

Councillor Representative	Chief Executive or Delegate/s
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.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive (or nominee)
Deputy Mayor (Cr Greg Sauer) 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.

Councillor Representative	Chief Executive or Delegate/s
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.

Councillor Representative	Chief Executive or Delegate/s
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.

Councillor Representative	Chief Executive or Delegate/s
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.

Councillor Representative	Chief Executive or Delegate/s
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
Community Representatives	
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.

Councillor Representative	Chief Executive or Delegate/s
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
Community Representatives	
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.

Councillor Representative	Chief Executive or Delegate/s
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
Community Representatives	
Nil – Public Meetings	

Version	Date	Modified by	Details
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