

# TENTERFIELD SHIRE COUNCIL



**2022-2023**

**Committees Register**

***Adopted by Council: Date - Resolution No. XXXx***

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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.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive, Chief Corporate Officer
	Manager Finance & Information Technology
	Manager Customer Services, Governance & Records
	Other Council Staff – as requested – (Invitees only)
<b>Non Council Representatives</b>	
Qualified Independent – Chairperson –	
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 Greg Sauer	Chief Corporate Officer
Cr Kim Rhodes	Manager Economic Development & Special Projects
Cr John Macnish	
Reserve – Cr Giana Saccon	

Refer:

- Community Donations/Contributions Policy – Resolution 155/21 – 28 July 2021



### 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 Peter Petty	
Cr John Macnish	
Cr Greg Sauer	
Reserve – Cr Kim Rhodes	

Refer:

- Australia Day Awards & Citizenship Ceremonies – Resolution 3/20 – 26/02/2020

## 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 Kim Rhodes	Manager Economic Development & Special Projects
<b>Non Council Representatives</b>	
National Trust NSW – (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 Peter Petty	Open Space, Regulatory & Utilities Supervisor
Cr Tim Bonner	
<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 Giana Saccon	Manager Economic Development & Special Projects
	Community Development Advisor
<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 representatives from the local villages as they self-nominate.

*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 Kim Rhodes	Manager Planning & Development Services
Cr Tim Bonner	
<b>Non Council Representatives</b>	
Local Aboriginal Land Councils Representative – Moombahlene	
Rural Heritage – Julia Harpham	
Urban Heritage - Community Representative – Val Melling	
Tenterfield Historical Society Representative – Daphne Struck (Alternate)	
Tenterfield Chamber of Tourism, Industry & Business - Representative	
Village Representatives - Eleanor Ramsay; Joh 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 Giana Saccon	Manager Economic Development & Special Projects
Cr John Macnish	Engineering Officer
	Community Development Advisor
<b>Non Council Representatives</b>	
Community Representative - Michael Harris	
Community Representative - Diana Giles	
Community Representative - Barbara Smith	
Community Representative - Benjamin Roberts	
Community Representative - Greg Graham	

Refer:

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

## 1.9 PARKS, GARDENS AND CULTURAL ADVISORY COMMITTEE

### Function

The purpose of this Committee is to provide recommendations and advice on Council strategy to enhance our natural and urban environment, as well as advising Council on the opportunities, management, installation and promotion of Arts and Cultural Activities, Strategy and Public Art across the Shire.

### Responsible Officer

Chief Corporate Officer.

### Meetings

Six Monthly or as required.

### Membership

*Representative members* – Two (3) elected members of Council, plus seven (7) community members.

*Non representative members* - Chief Corporate Officer, Open Space, Regulatory & Utilities Supervisor and Community Development Advisor. 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 Giana Saccon	Chief Corporate Officer
Cr Tim Bonner	Open Space, Regulatory & Utilities Supervisor
Cr Kim Rhodes	Community Development Adviser
<b>Non Council Representatives</b>	
Community Representative – Tenterfield – Kerrie Andrew	
Community Representative – Tenterfield – Ruth Rutherford	
Community Representative – Tenterfield – Jan Evans	
Community Representative – Tenterfield – Colleen Knight	
Community Representative – Tenterfield – Carmel Higgins	
Community Representative – Raylee Delaney	
Community Representative – Gail Henryson	
Community Representative – Liston – Jeff McKillop	
Community Representative – Legume – Glen Lamb	
Community Representative – Urbenville	
Community Representative – Torrington	
Community Representative – Drake	
Community Representative – Jennings	

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

Refer:

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

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## 1.10

## 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 & Special Projects.

*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 Kim Rhodes	Tourism Officer
Cr Tim Bonner	
<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	
Tenterfield Show Society Representative – Vacant	
Tenterfield Chamber of Tourism, Industry & Business – 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 & Special Projects.

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

Councillor Representative	Chief Executive or Delegate/s
Mayor	Manager Economic Development & Special Projects
Cr Greg Sauer	Community Development Advisor
Cr Giana Saccon	
<b>Non Council Representatives</b>	
Student Support Officer	
Student	
Student	UNDER REVIEW
Student	
Student	
Student	
Student	
Student	
Roxanne Bancroft-Stuart – THS	

## 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 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 John Macnish	

## 2.3

## 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 Giana Saccon	

## 2.4 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 Tim Bonner	Director Infrastructure (or nominee)

Refer:

Resolution 88/20 – 27 May 2020

## 2.5 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 Advisor

## 2.6

## 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 Peter Petty	
Cr Tom Peters	



## 2.7

## 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 Tom Peters	

## 2.8

## 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)

## 2.9

## 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	

## **2.10 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 Kim Rhodes	Community Development Officer

## **2.11 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)

**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.

<b>Councillor Representative</b>	<b>Chief Executive or Delegate/s</b>
Cr Giana Saccon	Chief Corporate Officer (or nominee)

## 2.13

## 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

## 2.14 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)
Cr Greg Sauer Executive Committee Member	
Cr Deputy Mayor	

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



**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.

## 2.16

## 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

## **2.17 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.

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

## 2.18 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
Cr Peter Petty	Manager Planning & Development Services
Cr Greg Sauer	

Refer: Res 92/18 – 23/05/2018

## 2.19

## 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

One (1) elected representative.

<b>Councillor Representative</b>	<b>Chief Executive or Delegate/s</b>
Cr Bronwyn Petrie	Chief Executive

Refer: Res 176/18 – 22/08/2018

## 2.20 TENTERFIELD BY-PASS ECONOMIC ENHANCEMENT ADVISORY GROUP

### Function

Developing advice and strategies to ensure a vibrant economic future for the town and community of Tenterfield.

### Responsible Officer

Chief Executive.

### Meetings

Monthly (as required)

### Membership

Tenterfield Shire Council (NSW)	
Transport for NSW(Regional)	

### Representation

All Councillors and relevant staff members as required.

Councillor Representative	Chief Executive or Delegate/s
All Councillors (10)	Chief Executive (or nominee)
Community Representative	Relevant Staff as required
Community Representative	
Tenterfield Chamber of Tourism Industry and Business - Representative	
Tenterfield Chamber of Tourism Industry and Business – Representative	

### 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 Kim Rhodes	Manager Economic Development & Special Projects
Cr Giana Saccon	Manager Planning & Development Services
	Community Development Advisor
<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 Kim Rhodes	Manager Economic Development & Special Projects
Cr Giana Saccon	Chief Corporate Officer
Cr Greg Sauer	Director Infrastructure
	Tourism & Marketing 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.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive
Cr Peter Petty	Manager Economic Development & Special Projects
Cr Giana Saccon	Director Infrastructure
Cr Tom Peters	Chief Corporate Officer
	Manager Water & Waste
	Weeds Officer
	Manager Planning & Development
<b>Community Representatives</b>	
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



AUSTRALIAN  
LOCAL GOVERNMENT  
ASSOCIATION

PARTNERS IN PROGRESS

# 2022

## NATIONAL GENERAL ASSEMBLY

19 - 22 JUNE 2022

### CALL FOR MOTIONS

DISCUSSION PAPER



**NGA22.COM.AU**

## SUBMITTING MOTIONS

This discussion paper is a call for councils to submit motions for debate at the 2022 National General Assembly (NGA) to be held in Canberra 19 – 22 June 2022.

It has been prepared to assist you and your council in developing your motions. You are encouraged to read all the sections of the paper but are not expected to respond to every issue or question. Your council's motion/s can address one or more of the issues identified in the discussion paper.

Motions should be lodged electronically using the online form available on the NGA website at: [www.alga.asn.au](http://www.alga.asn.au) and received no later than 11:59pm AEST on Friday 25 March 2022.

The theme of the 2022 NGA is – Partners in Progress.

The NGA aims to focus on how partnerships, particularly between the Australian Government and Local Governments, can tackle immediate challenges facing communities as well as confidently facing the future.

In submitting your council's motion/s you are encouraged to focus on how partnership can address national issues at the local level, and new ways the Australia Government could partner to strengthen the local government sector to advance community well-being, local economic development, create jobs, address environmental challenges, climate change and complex social issues such as housing affordability.

The National General Assembly of Local Government (NGA) is an important opportunity for you and your council to influence the national policy agenda and promote new ways of strengthening the local government sector and our communities.

Note: If your council does submit a motion there is an expectation that a council representative will be present at the National General Assembly to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2022 NGA.

## KEY DATES



**To submit your motion go to:**

[alga.asn.au/](http://alga.asn.au/)





## CRITERIA FOR MOTIONS

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. be relevant to the work of local government nationally
2. not be focussed on a specific location or region – unless the project has national implications. You will be asked to justify why your motion has strategic importance and should be discussed at a national conference
3. be consistent with the themes of the NGA
4. complement or build on the policy objectives of your state and territory local government association
5. be submitted by a council which is a financial member of their state or territory local government association
6. propose a clear action and outcome i.e. call on the Australian Government to do something; and
7. not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

Motions should generally be in a form that seeks the NGA's support for a particular action or policy change at the Federal level which will assist local governments to meet local community needs.

Motions should commence as follows - *This National General Assembly calls on the Australian Government to .....*

*Example*

*This National General Assembly calls on the Australian Government to restore Local Government Financial Assistance Grants to a level equal to at least 1% of Commonwealth taxation revenue.*

## OTHER THINGS TO CONSIDER

Please note that it is important to complete the background section on the form. Submitters of motions should not assume that NGA delegates will have background knowledge of the issue. The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion. Please note that motions should not be prescriptive in directing how the matter should be pursued.

Try to keep motions practical, focussed and relatively simple. Complex motions with multiple dot point can be difficult to implement and to advance.

All motions submitted will be reviewed by the ALGA Board's NGA Sub-Committee, in consultation with state and territory local government associations, to determine their eligibility for inclusion in the NGA Business Papers. When reviewing motions, the Sub-Committee considers the criteria, clarity of the motion and the importance and relevance of the issue to local government. If there are any questions about the substance or intent of a motion, ALGA will raise these with the nominated contact officer. With the agreement of the submitting council, these motions may be edited before inclusion in the NGA Business Papers.

To ensure an efficient and effective debate where there are numerous motions on a similar issue, the ALGA Board NGA Subcommittee will group the motions together under an overarching strategic motion. The strategic motions have either been drafted by ALGA or are based on a motion submitted by a council which best summarises the subject matter. Debate will focus on the strategic motions. Associated sub-motions will be debated by exception only or in accordance with the debating rules.

Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association and will not be included in the NGA Business Papers.

Motions should be lodged electronically using the online form available on the NGA website at: [www.alga.asn.au](http://www.alga.asn.au). All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of your council. Motions should be received no later than 11:59pm AEST on Friday 25 March 2022.



## Introduction

As Australia emerges from the crisis management phase of the COVID-19 global pandemic, attention now turns to rebuilding and to the future.

By the time of the NGA in June 2022, the next federal government and 47th Parliament of Australia, will almost certainly have been elected.

Prior to the election the major political parties will have campaigned on priorities and made numerous policy and programs commitments that will help shape our nation's future.

Invariably, in government, these policies and programs will need to be refined, developed and implemented. Almost certainly they will need to be adapted to meet changing circumstances, emerging issues and local and regional needs.

We know from previous elections that governments will not be able to achieve their policy agenda alone. They need reliable partners committed to playing their part in taking the nation forward, working together on mutual goals and advancing national prosperity for all.

During the election campaign, ALGA will be working extensively with state and territory local government association members, and many of you, to advance the national priorities highlighted in the Federal Election manifesto 'Don't' Leave Local Communities Behind'.

These priorities were significantly influenced by many of the resolutions of past NGAs.

Whether the Coalition Government is returned or a new Government formed, the 2022 NGA provides the first major opportunity to engage with relevant portfolio Ministers and key members of the new Government.

Most importantly, it provides you - the elected representatives of Australia's local councils and communities - with the opportunity to reaffirm our national priorities and to place new ideas on the national policy agenda.



## The Immediate Recovery Challenges

Government at all levels have collaborated to avert the worst possible health and economic outcomes of the COVID-19 pandemic across Australia.

By November 2021 most states had reached or made significant progress in reaching the 80% or more vaccination threshold.

Every community was affected, some more than others, and local government has been at the forefront of developing local solutions to local challenges.

*Given the economic and social impacts of the COVID pandemic on communities over the past 2 years, are there issues that need to be addressed by a new partnership between the Commonwealth Government and local governments?*

*Given the impacts of the COVID pandemic on your council and other councils around the country, are their issues that a partnership between the Commonwealth Government and local government should address?*

## Jobs

In September 2021 the national, seasonally adjusted unemployment rate, was 5.2% (ABS). The underemployment rate was 9.5% with monthly hours worked decreasing by 1 million hours. Roy Morgan's survey work suggests Australian unemployment (unadjusted) was 9.2% in October with underemployment at 8.6%.

National statistics however mask variations at the state, regional and local level. State and Territory unemployment ranged from 3.9% in Western Australia and the Northern Territory, 5.1% in Queensland and Tasmania, 5.3% in South Australia, NSW 5.4%, Victoria 5.6% and the Australian Capital Territory 6.6%. Similarly, regional and local community unemployment vary from the national average reflecting local circumstances and the different impact of the COVID-19 pandemic, lockdowns and their flow-on effects have on the local economy. Youth unemployment and Aboriginal and Torres Strait Islander unemployment is also consistently higher.

As an employer of staff and of contractors, as well as a facilitator of local economic development, local government can play a key role in addressing unemployment and underemployment.

In keeping with the ALGA Federal election manifesto, 'Don't Leave Local Communities Behind' local solutions are required for local circumstances.

*What new partnership program could the Australian Government develop to take advantage of local government's knowledge of the local economy, geographic spread across the country and its ability to create jobs?*

*As an employer, what are the pre-requisites for councils to create more good quality, secure local jobs that build community capacity and address local workforce skills shortages?*





## Building Back Better Businesses

The economic shock of the past 2 years has caused unprecedented disruption to local businesses and communities. While many businesses have adapted to difficult circumstances, some have not survived. The current vacant shop fronts and offices of the streetscapes in our cities and towns is evidence of the challenges that our local businesses, local industry and communities have faced.

*The capacity of the private sector, and small business in particular, to bounce back is untested.*

*What new partnership programs could the Australian Government introduce to take advantage of local government's role in economic development, including to support local businesses?*

## Opening Australia's Borders

As previously mentioned, by November 2021 most states had reached or made significant progress in reaching the 80% or more vaccination threshold. At this point, under the National Plan to Transition Australian National COVID-19 Response, governments were committed to introducing new measures such as opening international borders, minimising cases in the community without ongoing restrictions or lockdowns, Covid vaccination boosters encouraged and provided as necessary, and allowing uncapped inbound arrivals for all vaccinated persons, without quarantine.

As Australia opens-up its international borders economic recovery is expected to accelerate. The return of expats, international students, overseas migration and international tourism will increase population, supply of labour and demand for goods and services including for accommodation.

In the first instance, economic activity can be expected to return to pre-Covid levels. Over time, with appropriate support, it will grow.

The closure of borders and particularly international borders affected many parts of the tourism industry and the economies of many local communities. While domestic visitors helped fill a gap, recovery of many parts of the industry and the economy of communities that depend heavily on tourism will depend on the return of international travel.

To do this Australia must position itself to compete in international markets. This comes through offering high quality destinations, services and experiences that highlight the quality and value available in Australia. In addition to delivering a better visitor experience, this should also increase productivity, efficiency and innovation.

*In the short term, what new partnership programs could the Australian Government introduce to assist local government meet the return of international students and stronger migration now and into the future?*

*What new programs could the Australian Government develop to partner with local government to facilitate tourism and the traveller economy?*



## Workforce Shortages and Re-engineering Work

In November 2021 business representatives report significant labour shortages particularly in the agriculture and hospitality sectors. The lack of backpackers, overseas students and migrant workers, combined with people not wanting to return to the workforce, are just some of the reasons attributed to these shortages.

While opening borders may increase the supply of labour, some argue that there is a more fundamental change in Australia's workforce and workplaces.

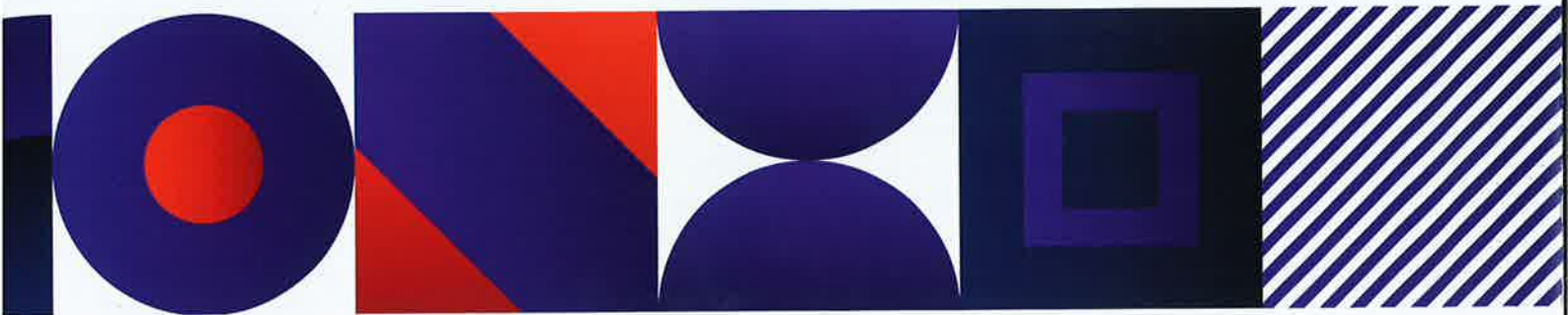
Although not reported in Australia yet, in the United States the post Covid workforce has been associated with what some have called the 'Great Resignation' as employees have adjusted their expectations, work life balance and priorities and simply not returned to their old jobs.

Many workers have been required to work from home for extended periods during the pandemic, including working remotely and now look for greater flexibility in their work. Technology and automation are transforming work and the workplace.

Many are prepared to change jobs to maximise this flexibility and the benefits derived from it. Traditionally this has led to wage pressure but coupled with demand for greater workplace flexibility employers need to be innovative to attract and retain employees. As an employer, councils are not immune and will also need to develop these strategies.

*What new programs could the Australian Government develop to partner with local government to help support an influx of skilled migrants?*

*What new programs could the Australian Government develop to partner with local government to help councils attract and retain appropriately trained workers and employees?*



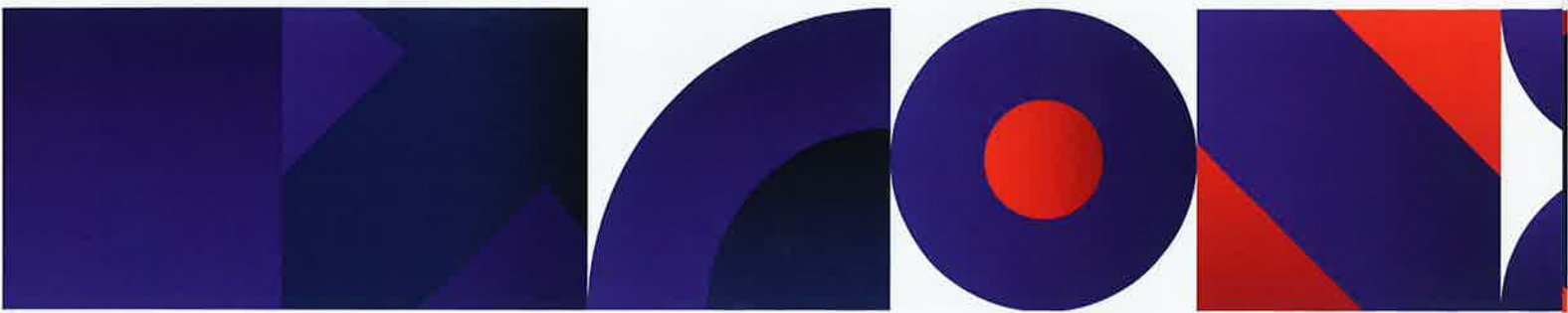
## Climate change

The United Nations Conference (COP) of Parties 26 held in Glasgow 2021 focused global attention on climate change and global and national efforts to achieve net zero emissions by 2050 and limit global warming to 1.5 degrees.

For decades local governments have played an important leadership role in addressing climate change. Councils have supported the adoption of a wide range of community-based programs and initiatives to lower the carbon footprint of local communities. As a sector, local government has led the debate for lowering carbon emissions, sourcing renewable energy, responded creatively to reduce greenhouse gas emissions from landfills, facilitated the construction of green buildings and water sensitive design of cities and towns.

Pragmatically, local government has been at the forefront to address the impacts of climate change and adaptation to climate change. These impacts include an increased number of days with high temperatures, less rainfall and more droughts in southern Australia, less snow, more intense rainfall and fire weather, stronger cyclones, and sea level rise. These changes will increase stress on Australia's infrastructure and physical assets and natural ecosystems that are already threatened, and significantly affect agriculture, forestry, fisheries, transport, health, tourism, finance and disaster risk management.

*How do we work together to ensure that there is local adaptation to climate change and climate extremes?  
What partnerships are available to achieve climate neutrality?*



## **Natural Disasters**

With the high-risk weather season commencing, many councils will be engaging with their communities about disaster preparedness, resilience and recovery. Not only have we experienced one of Australia's worst bushfire seasons in 2019-20, but some councils also had to deal with multiple disaster events within a 12 month period. Some councils have had to deal with bushfires, followed by storms, flooding, hailstorms, more flooding and COVID-19. These multiple disasters have had a devastating effect on many councils' financial sustainability and their ability to fund mitigation measures for the upcoming high risk weather season. Smaller rural and regional councils are further financially challenged and require help with preparedness and mitigation, as they currently have zero capacity to fund major mitigation projects.

The Royal Commission into National Natural Disaster Arrangements recognised that councils need help. It concluded that without assistance many local governments cannot undertake the roles and responsibilities allocated to them by their State/ Territory Governments.

***What new programs could the Australian Government develop to partner with local government to help to address natural disasters to assist in recovery and build resilience?***





## Environment

Local government plays a critical role in environmental management including environment protection.

“Australia’s Strategy for Nature 2019 – 2030” recognises that we all have a role in securing nature as the foundation of our existence. It is an overarching framework for all national, state and territory and local strategies, legislation, policies and actions that target nature. It has 3 goals:

1. Connecting all Australians with nature:
2. Care for nature in all its diversity, and
3. Share and Build knowledge.

To achieve these goals there are a variety of options for joint action to reduce threats and their impacts include ensuring the design and management of the protected area network considers and accommodates future threat scenarios and establishes robust mechanisms to respond effectively to new and emerging threats. The strategy suggests there are opportunities to ‘... improve planning, regulation, environmental impact assessment and approvals processes. In addition, threat abatement activities could include targeted pest management, ecosystem restoration (integrated fire management, revegetation), pollution control, greenhouse gas emissions management and climate change adaptation’.

*How could the Australian Government partner with local government to help support the implementation of the Australian Strategy for Nature 2019 – 2030 and take advantage of local knowledge?*

*What new programs could the Australian Government develop to partner with local government to help to reduce threats and risks to nature and build resilience?*



## The Circular Economy

The 2019 National Waste Policy Action Plan applies principles of a circular economy to waste management to support better and repeated use of our resources. The circular economy principles for waste are:

1. Avoid waste
2. Improve resource recovery
3. Increase use of recycled material and build demand and markets for recycled products
4. Better manage material flows to benefit human health, the environment and the economy
5. Improve information to support innovation, guide investment and enable informed consumer decisions.

Councils play a major role in the management of household and domestic waste. Therefore, local government has a critical role to play in further developing the circular economy.

*How could the Australian Government partner with local government to advance the circular economy?*

*What new programs could the Australian Government partner with local government to progress these objectives?*



## **Affordable Housing**

The shortage and costs of rental properties and affordable home ownership is causing significant social and economic impacts in cities and towns across Australia, including rural and regional communities. This is due to a range of factors such as changes in recent migration patterns, cheap finance and labour and material shortages in the construction sector.

The impacts on local governments and communities includes housing stress for individuals and families, difficulty in attracting and housing key workers and an increase in homelessness.

The House of Representatives Standing Committee on Tax and Revenue 2021 is leading an inquiry into the contribution of tax and regulation on housing affordability and supply in Australia. Whilst the provision of affordable housing is not a local government responsibility, local governments often facilitate affordable housing within their communities, operating within state/territory planning, financial and other legislation requirements. The housing challenge is different in each community and the council response is dependent on its financial resources and priorities.

***How could the Australian Government partner with local government address housing affordability?***

***What new programs could the Australian Government partner with local government to progress this objective?***

## Conclusion

Thank you for taking the time to read this discussion paper and support for the 2022 National General Assembly of Local Government.

A reminder:

- Motions should be lodged electronically using the online form available on the NGA website at: [www.alga.asn.au](http://www.alga.asn.au) and received no later than 11:59pm AEST on Friday 25 March 2022.
- It is important to complete the background section on the form.
- Motions should not be prescriptive in directing how the matter should be pursued.
- Motions should be practical, focussed and relatively simple.
- Motions must meet the criteria published at the front of this paper.
- When your council submits a motion there is an expectation that a council representative will be present at the National General Assembly to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2022 NGA.





AUSTRALIAN  
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ASSOCIATION

[NGA22.COM.AU](http://NGA22.COM.AU)

# TENTERFIELD SHIRE COUNCIL



## AGENCY INFORMATION GUIDE

### Previously Publication Guide Adopted by Council

25 August 2010	Council Minute 588/10
29 June 2011	Council Minute 315/11
23 October 2013	Council Minute 382/13
26 February 2014	Council Minute 21/14
25 March 2015	Council Minute 67/15
29 June 2016	Council Minute 154/16
20 December 2017	Council Minute 272/17
27 March 2019	Council Minute 49/19
Draft 23 February 2022	

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## STRUCTURE & FUNCTIONS OF COUNCIL

### **Introduction & Preamble**

Tenterfield Shire Council is committed to the following principles regarding public access to documents and information:

- Open and transparent government;
- Consideration of the overriding public interest in relation to access requests;
- Proactive disclosure and dissemination of information, and
- Respect for the privacy of individuals.

Council's legal status under the *Local Government Act 1993* is as a body politic of the State with perpetual succession and the legal capacity and powers of an individual, both in and outside the State (s220(1)).

The Council is divided into five Wards, with ten Councillors (two for each Ward). The Mayor is elected each year by the Councillors from among their numbers.

The role of the Councillors, as members of the governing body are (s232):

(1) The role of a councillor is as follows:

- (a) to be an active and contributing member of the governing body,
- (b) to make considered and well-informed decisions as a member of the governing body,
- (c) to participate in the development of the integrated planning and reporting framework,
- (d) to represent the collective interests of residents, ratepayers and the local community,
- (e) to facilitate communication between the local community and the governing body,
- (f) to uphold and represent accurately the policies and decisions of the governing body,
- (g) to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor.

(2) A Councillor is accountable to the local community for the performance of the Council.

The role of the mayor (s226) is as follows:

- (a) to be the leader of the council and a leader in the local community,
- (b) to advance community cohesion and promote civic awareness,

- (c) to be the principal member and spokesperson of the governing body, including representing the views of the council as to its local priorities,
- (d) to exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council,
- (e) to preside at meetings of the council,
- (f) to ensure that meetings of the council are conducted efficiently, effectively and in accordance with this Act,
- (g) to ensure the timely development and adoption of the strategic plans, programs and policies of the council,
- (h) to promote the effective and consistent implementation of the strategic plans, programs and policies of the council,
- (i) to promote partnerships between the council and key stakeholders,
- (j) to advise, consult with and provide strategic direction to the general manager in relation to the implementation of the strategic plans and policies of the council,
- (k) in conjunction with the general manager, to ensure adequate opportunities and mechanisms for engagement between the council and the local community,
- (l) to carry out the civic and ceremonial functions of the mayoral office,
- (m) to represent the council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level,
- (n) in consultation with the councillors, to lead performance appraisals of the general manager,
- (o) to exercise any other functions of the council that the council determines.


Council has an Internal Audit Committee whose objective is to provide independent oversight and assistance to the Tenterfield Shire Council on risk management, control, governance, and external accountability responsibilities.

### **Council's Mission, Vision and Corporate Values**

#### ***Our Mission***

Tenterfield Shire Council provides local civic leadership and a wide range of community services and facilities.

Our mission statement "Quality Nature, Quality Heritage and Quality Lifestyle" provides focus and direction in the manner in which we provide leadership and services.



Quality Nature  
Quality Heritage  
Quality Lifestyle

***Our Vision***

- To establish a Shire where the environment will be protected and enhanced to ensure sustainability and inter-generational equity,
- To recognise and actively develop our cultural strengths and unique heritage,
- To establish a prosperous Shire through balanced, sustainable economic growth managed in a way to create quality lifestyles and satisfy the employment, environmental and social aims of the community,
- To establish a community spirit which encourages a quality lifestyle, supports health and social well-being, promotes family life and lifestyle choices,
- To establish a community spirit which promotes opportunities to participate in sport and recreation, promotes equal access to all services and facilities, and
- To encourage all people to participate in the economic and social life of the community with a supportive attitude towards equal life chances and equal opportunity for access to the Shire's resources.

***Our Corporate Values***

At Tenterfield Shire Council we value our staff and recognise that they are central to the success of our organisation. Our Workforce Management Strategy 2017-21 provides a strategic framework for developing our workforce so that it is appropriately skilled and flexible to best meet the challenges ahead.

Our corporate values express how we as Council wish to conduct ourselves as an organisation and reflect the manner in which Council desires to engage with its community. They provide a reference point for all staff.

Our five corporate values are **I CARE**:

1. **Integrity** – ensuring openness and honesty in all our activities
2. **Community Focus** – delivering prompt courteous and helpful service
3. **Accountability** – accepting responsibility for providing quality services and information
4. **Respect** – treating people with courtesy, dignity and fairness regardless of our personal feelings about the person or issue
5. **Excellence** – being recognised for providing services and programs that aim for best practice

### **Organisational Structure**

The Principal Officer of the Council is the Chief Executive Officer. The Chief Executive Officer is generally responsible for the efficient and effective operation of the Council's organisation and for ensuring the implementation, without undue delay, of decisions of the Council.

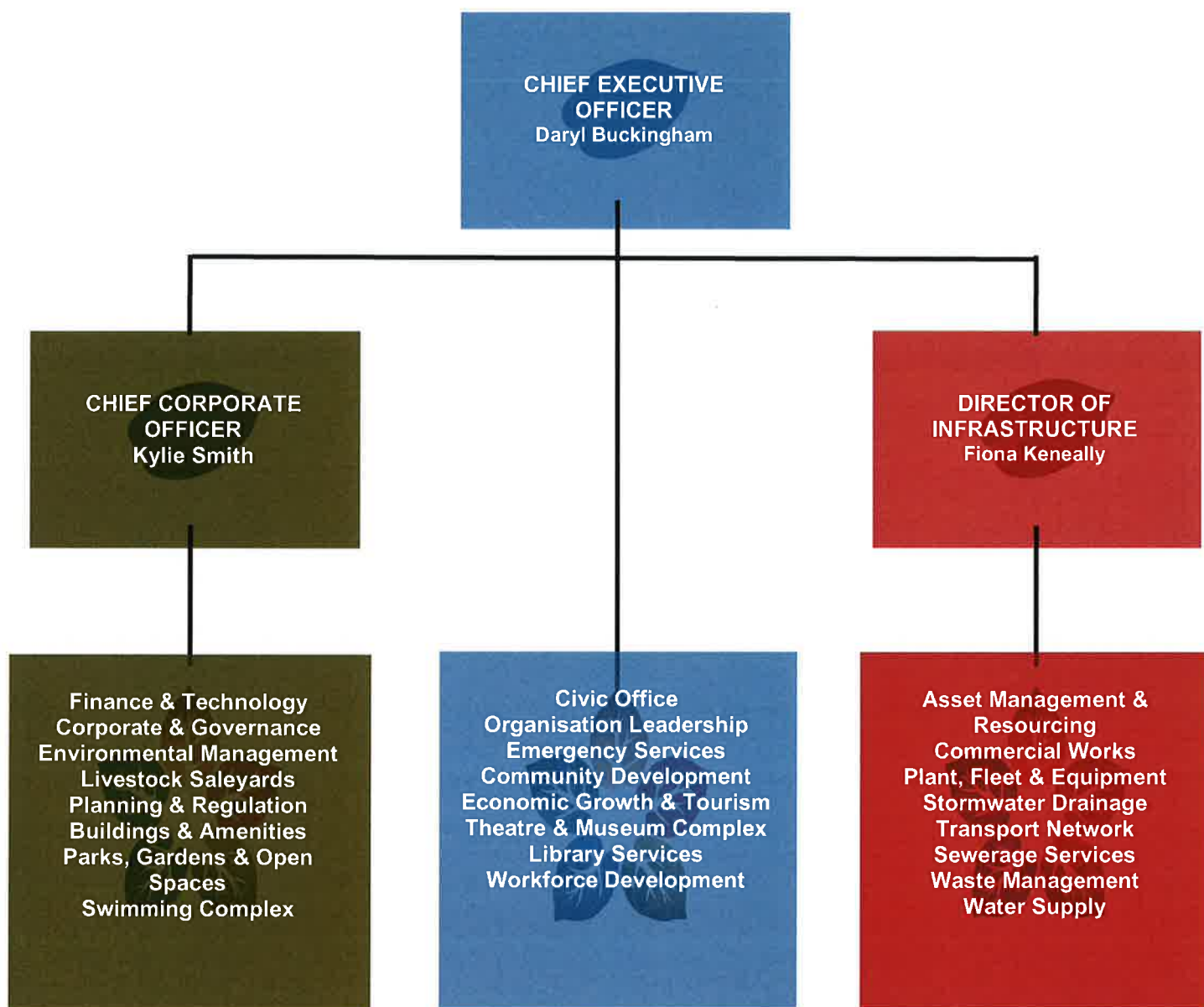
The Chief Executive Officer (General Manager) has the following functions (s335):

- (a) to conduct the day-to-day management of the Council in accordance with the strategic plans, programs, strategies, and policies of the Council,
- (b) to implement, without undue delay, lawful decisions of the Council,
- (c) to advise the mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the Council,
- (d) to advise the Mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of the Council and other matters related to the Council,
- (e) to prepare, in consultation with the mayor and the governing body, the Council's community strategic plan, community engagement strategy, resourcing strategy, delivery program, operational plan and annual report,
- (f) to ensure that the Mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions,
- (g) to exercise any of the functions of the council that are delegated by the Council to the General Manager,
- (h) to appoint staff in accordance with the organisation structure determined under this Chapter and the resources approved by the Council,
- (i) to direct and dismiss staff,
- (j) to implement the Council's workforce management strategy,
- (k) any other functions that are conferred or imposed on the general manager by or under this or any other Act.

To assist the Chief Executive Officer in the exercise of these functions, there are two Divisions of Council. These Divisions are Civic, Corporate, and Services. A Chief Officer and Director heads each of these Divisions.



The functional structure of the Organisation is set out below:



Council is also required to act as regulator of various functions delegated to it by State Government Legislation.



**EFFECT COUNCIL FUNCTIONS HAVE ON THE PUBLIC*****Functions of Tenterfield Shire Council – The Local Government Act 1993***

In addition to the Local Government Act 1993, Council has powers under a number of other Acts in accordance with appropriate delegated authority as follows:

- Aviation Transport Security Act 2004 (Cth)
- Civil Aviation Act 1988 (Cth)
- Biodiversity Conservation Act 2016
- Biodiversity Conservation Regulation 2017
- Biosecurity Act 2015
- Boarding Houses Act 2012
- Building and Development Certifiers Act 2018
- Building Products (Safety) Act 2017
- Cemeteries & Crematoria Act 2013
- Children (Protection and Parental Responsibility) Act 1997
- Commons Management Act 1989
- Community Land Development Act 1989
- Community Land Management Act 1989
- Contaminated Land Management Act 1997
- Conveyancing Act 1919
- Companion Animals Act 1998
- Crown Land Management Act 2016
- Dangerous Goods (Road and Rail Transport) Act 2008
- Disability Inclusion Act 2014
- Electricity Supply Act 1995
- Environmental Planning and Assessment Act 1979
- Fluoridation of Public Water Supplies Act 1957
- Fisheries Management Act 1994
- Food Act 2003
- Game and Feral Animal Control Act 2002
- Geographical Names Act 1966
- Government Information (Public Access) Act 2009
- Graffiti Control Act 2008
- Heritage Act 1977
- Heavy Vehicle National Law (NSW) and Heavy Vehicle (Adoption of National Law) Act 2013
- Housing Act 2001
- Impounding Act 1993
- Enclosed Lands Protection Act 1901
- Independent Pricing and Regulatory Tribunal Act 1992
- Land Acquisition (Just Terms Compensation) Act 1991
- Land and Environment Court Act 1979
- Library Act 1939
- Local Government and Other Authorities (Superannuation) Act 1927
- Ombudsman Act 1974
- Pipelines Act 1967
- Privacy and Personal Information Protection Act 1998

- Protection of the Environment Operations Act 1997
- Public Health Act 2010
- Public Interest Disclosures Act 1994
- Real Property Act 1900
- Residential (Land Lease) Communities Act 2013
- Restricted Premises Act 1943
- Roads Act 1993
- Road Transport Act 2013
- State Emergency and Rescue Management Act 1989
- State Records Act 1998
- Strata Schemes Development Act 2015
- Strata Schemes Management Act 2015
- Surveillance Devices Act 2007
- Swimming Pools Act 1992
- Tattoo Parlours Act 2012
- Trees (Disputes Between Neighbours) Act 2006
- Valuation of Land Act 1916
- Water Management Act 2000
- Work Health and Safety Act 2011

### ***How Council's Functions Affect Members of the Public***

Nearly all of the functions of Tenterfield Shire Council have an effect on members of the public. The following is an outline of how the broad functions of Council affect the public.

#### ***Service Functions***

Service functions affect the public in that services and facilities provided by the Council are for use by the public, such as community halls, recreation facilities, removal of garbage, and maintenance of roads and bridges. Other services are water and sewer, libraries, saleyards, swimming pool, cemeteries and the School of Arts.

#### ***Regulatory Functions***

Regulatory functions place restrictions on developments and buildings to ensure that they meet certain requirements that will not endanger the lives and safety of any person. Members of the public must be aware of and must comply with such Regulations.

#### ***Ancillary Functions***

Ancillary functions affect only some members of the public if, for example, the resumption of land is necessary or if Council officers need to enter onto private land.

***Revenue Functions***

Revenue functions affect the public directly in that rates and other charges are paid by the public in return for services and facilities that are provided to the community.

***Administrative Functions***

Administrative functions do not necessarily affect the public directly but have an impact on the administration of the community. For example, Council has developed its Integrated Planning and Reporting Framework that outlines the strategies of the Council over both the short term and long term.

***Enforcement Functions***

Enforcement functions only affect those members of the public that are in breach of certain legislation, such as the non-payment of rates and charges, unregistered domestic pets and parking fines.

**PUBLIC PARTICIPATION – COUNCIL POLICY DEVELOPMENT AND FUNCTIONS**

Councils in New South Wales are generally elected every four years, other than the Council term commenced on 12 January 2022, which will be a shorter-term Council, due to the COVID-19 pandemic of 2020 and 2021. The next elections will be held in September 2024.

Within Tenterfield Shire, at each election, voters elect ten Councillors for a four-year term. All residents of the area who are on the electoral roll are eligible to vote. Property owners who live outside of the area and rate paying lessees can also vote, but must register their intention to vote on the non-residential roll. Voting is compulsory.

Residents are able to raise issues with, and make representations to, the elected Councillors. The Councillors, if they agree with the issue or representation, may pursue the matter on the resident's behalf through a "Notice of Motion" thus allowing members of the public to influence the development of policy and strategy.

Council policies and documentation are placed on public exhibition as required under the Local Government Act and other legislation. Documents inviting submissions can be found on Council's website:

<https://www.tenterfield.nsw.gov.au/your-council/council-documents/public-exhibition-documents>

Development Applications inviting public submission as required under the Tenterfield Local Environmental Plan 2013, which is available on the NSW Government Planning Portal via Council's website:

<https://www.planningportal.nsw.gov.au/publications/environmental-planning-instruments/tenterfield-local-environmental-plan-2013>

Members of the public are able to attend Council meetings (fourth Wednesday of each month - except in December when it is held on the third Wednesday of the month and January when there is no meeting) in the Council Chamber, Administration Building Rouse Street, Tenterfield. However, it should be noted that one meeting each year is conducted in one of the Villages.

Copies of Agendas and Minutes for Council Meetings are available on Council's website:

<https://www.tenterfield.nsw.gov.au/council/about-council/council-business-papers>

Council Meetings are webcast and streamed live for the duration of the meeting, apart from the annual meeting held in one of the villages. Webcasts are then placed on Council's website on the following Monday at 10am, and remain for six months:

<https://www.tenterfield.nsw.gov.au/your-council/council-committee-meetings/webcast-of-council-meetings>

In addition, Council periodically holds informal meetings in the villages and community halls in the region to allow residents to raise matters of particular interest.

### **Committees**

Council has an Audit and Risk Committee which includes Council representation and other Committee members with appropriate qualifications and experience, as appointed to the Committee by Council. Terms of Reference for the Audit & Risk Committee can be found on Council's website:

<https://www.tenterfield.nsw.gov.au/your-council/council-committee-meetings/council-committees>

Council also has the following Council Advisory Committees comprising members of the public, among others. Terms of Reference for the Community Committees can be found on Council's website:

<https://www.tenterfield.nsw.gov.au/your-council/council-committee-meetings/council-committees>

- Tenterfield Saleyards Advisory Committee,
- Aboriginal Advisory Committee,
- Heritage Advisory Committee,
- Disability, Inclusion & Access Advisory Committee,
- Parks, Gardens & Cultural Advisory Committee,
- Tourism Advisory Committee.

*In addition, Council Committees without external members include:*

- Contributions/Donations Assessment Panel, and
- Australia Day Awards Committee.

### **External Committees**

Council also provides delegates to the following Committees. Details of Councillors serving on these Committees can be found on Council's website:

<https://www.tenterfield.nsw.gov.au/your-council/your-councillors>

- Local Emergency Management Committee
- Tenterfield Shire Local Traffic Committee
- Tenterfield Liquor Accord
- Border Regional Organisation of Councils
- Bush Fire Management Committee
- NSW Public Libraries' Association
- Granite Borders Landcare Committee Incorporated
- NSW Rural Fire Service – Service Level Agreement Liaison Committee

- North West Weight of Loads Group
- Murray Darling Association
- Northern Tablelands Regional Weeds Committee
- Tenterfield FM Radio Association
- Community Safety Precinct Committee
- Northern Inland Regional Waste (NIRW)
- Local Health Advisory Committee
- Country Mayor's Association
- Bruxner Way Joint Committee
- Southern Downs Regional Council Highway Taskforce Alliance
- Joint and Regional Planning Panels
- National Timber Councils
- Sir Henry Parkes Memorial School of Arts Joint Management Committee
- By-Pass Economic Enhancement Advisory Group

**INFORMATION HELD BY TENTERFIELD SHIRE COUNCIL**

Council holds a wide range of information, in both hard copy and electronic form in respect of the wide range of functions undertaken by it. That information is contained in:

1. Files - either physical or electronic
2. Policy documents
3. General documents

***Files***

Prior to 2002, Council had a "hard copy" filing system, with material held in physical files. Council's files are now maintained in electronic format, physical files being dispensed with, except for development, property, and cemetery files.

Electronic information held relates to Council's service functions, regulatory functions, ancillary functions, revenue functions, administrative functions and enforcement functions.

Council's files are not available on the website; however, this information is made available either by informal release or via an access application, unless there is an overriding public interest against disclosure of the information, in accordance with the provisions of GIPA.

Members of the public who require an informal release or an access application can do so by contacting Council or accessing the necessary application on Council's website:

<https://www.tenterfield.nsw.gov.au/your-council/forms/government-information-public-access-act-2009-access-application>

***Policy Documents***

All of Council's Policies are maintained in a policy register, access to which is available on the website:

<https://www.tenterfield.nsw.gov.au/your-council/council-documents/policies>

***General Documents***

The following list of general documents held by Council has been divided into four sections as outlined by Schedule 1 of the Government Information (Public Access) Regulation:

1. Information about Council
2. Plans and Policies
3. Information about Development Applications



#### 4. Approvals, Orders and other Documents

Schedule 1 of the Government Information (Public Access) Regulation requires that these documents held by Council, be made publicly available for inspection, free of charge.

The public is entitled to inspect these documents either on Council's website (unless there is an unreasonable additional cost to Council to publish these documents on the website) or at the offices of the Council during ordinary office hours or at any other place as determined by the Council. The public free of charge may inspect any current and previous documents of this type. Copies can be supplied for reasonable copying charges.

These documents include:

##### **1. Information about Council available on Council's website:**

<https://www.tenterfield.nsw.gov.au/your-council/council-documents>

- End of Term Report 2016-2021
- Annual Reports
- Financial Reports
- Public Exhibition Documents
- Council's Fees & Charges
- Integrated Planning & Reporting Framework (Community Strategic Plan, Delivery Program and Operational Plans)

##### **Documents available for inspection at the Council Administration Office Include:**

- Register of Current Declarations of Disclosures of Political Donations
- Register of Delegations
- Section 449 Disclosures of Interest Returns

##### **Council Agendas and Business Papers available on Council's website:**

<https://www.tenterfield.nsw.gov.au/your-council/council-committee-meetings/council-business-papers>

- Agendas and Business Papers for any meeting of Council
- Minutes of any meeting of Council or any Committee of Council
- Departmental Representative Reports presented at a meeting of Council

#### **2. Plans and Policies**

##### **Plans/Reports available on Council's website:**



<https://www.tenterfield.nsw.gov.au/your-council/council-documents/plans-reports>

Asset Management Strategy 2020-2030

Biosecurity Plan – Tenterfield Shire Saleyards

Community Plan – Integrated Planning & Reporting

- Reporting on Progress of Operation Plan 2021/2022
- Reporting on Progress of Operational Plan 202/2021
- Community Strategic Plan 2017-2027
- Community Engagement Strategy
- Delivery Program 2017-2021 & Operational Plan 2021-2022
- Asset Management Strategy 2020-2030
- Long Term Financial Plan 2017-2027
- Workforce Management Strategy 2017-2027
- Road Network Asset Management Plan 2018

Community Participation Plan

Development control Plan 2014

Development Servicing Plan – Sewerage Services – July 2020

Development Servicing Plan – Water Supply Services – July 2020

Disability Inclusion Action Plan

Drought Management Plan

Equal Employment Opportunity Management Plan

Floodplain Risk Management Study and Plan

Health & Safety Management Plan

Local Emergency Management Plan (EMPLAN)

Local Strategic Planning Statement 2040

Parks and Sportsgrounds Plan of Management

Pedestrian Access and Mobility Plan (PAMP)

Pesticide Use Notification Plan

Pollution Incident Response Plan

Privacy Management Plan

Risk Management – Continuous Improvement Plan

Road Asset Management Plan

Saleyards Management Plan

Section 7.11 Development Contribution Plan

Section 7.12 Development Contribution Plan

Stormwater Quality Management Plan  
Strategic Business Plan for Water Supply and Sewerage Services  
Strategic Companion Animal Management Plan (SCAMP)  
Tenterfield & District Destination Management Plan 2014-2017  
Tenterfield Bike Plan  
Tenterfield Cemetery Master Plan  
Tenterfield Communication Plan & Action Plan  
Tenterfield Cultural Plan  
Tenterfield Main Street Masterplan  
Tenterfield Visitor Information Centre Business Plan  
Tenterfield War Memorial Baths Management Plan  
Waste Management Strategy  
Water Supply Asset Management Plan  
Tenterfield Water Supply – Drinking Water Management System (DWMS) Subplan

**Policies available on Council website:**

<https://www.tenterfield.nsw.gov.au/your-council/council-documents/policies>

Aboriginal Recognition & Protocol - 1.013  
Aerated Wastewater Treatment Systems - 3.011  
Affixing of Council's Seal to Documents - 1.017  
Art Collection – 1.192  
Asbestos Policy - 4.011  
Asset Management - 1.014  
Australia Day Awards & Citizenship Ceremonies 1.016  
Borrowing Policy - 1.020  
Burial on Private Rural Land - 3.021  
Busking Policy 3.022  
Buy Local – 2.023  
Citizen and Customer Service - 1.035  
Community Donations/Contributions - 1.031

Community Engagement Policy - 1.036

Competitive Neutrality Complaints - 1.032

Complaints and Unreasonable Conduct - 1.033

Conference/Seminar/Training Expenses - 4.031

Concealed Water Leakage Concession - 1.037

Construction & Maintenance of Property Access from Council Roads - 2.130

Construction Over & Adjacent Stormwater, Water & Sewer Mains - 2.030

Corporate Credit Card – 1.034

Councillor Expenses & Facilities - 1.160

Councillor Access to Information and Interaction With Staff - 1.163

Debt Recovery - 1.041

Disclosure By Councillors Designated Persons Policy – 1.040

Disposal of Minor Assets Including Plant, Material & Equipment - 2.161

Drinking Water Quality - 2.162

Education Expenses - 4.050

Employment Screening - 4.052

Enforcement Policy for Unlawful Activities - 1.051

Exclusion for Disruptive or Abusive Citizens and Customers - 1.052

Filming - 1.062

Flying of Flags - 1.063

Footpath Activities – 1.065

Footpath, Paving and Contributions - 2.060

Fraud and Corruption Prevention - 1.064

Fund Raising Stalls - 1.060

Funerary and Monumental Masonry Services - 3.060

Granting of Pensioner Concession - 1.070

Internal Reporting Public Interest Disclosures - 4.161

Investment - 1.091

Leave – 4.010

Legislative Compliance - 3.110

Library Services - 1.120

Light Motor Vehicle Fleet - 4.123

Limit of Delegated Authority in Dealing with Development Applications & Complying  
Development Certificates - 3.122

Liquid Trade Waste Regulation 2.130

Local Approvals Policy - 3.121

Local Orders Policy 2015 - 3.123

Local Orders for the Keeping of Animals in Urban Areas of Tenterfield Shire - 3.120

Maintenance of Nature Strips and Road Verges - 2.131

Media Policy - 1.130

On-Site Sewage Management - 3.150

Plant Replacement Policy - 2.160

Private Swimming Pool Safety – 3.194

Procurement Policy - 1.164

Public Art - 1.166

Public Gates and Vehicle By-Passes- 2.162

Rainwater Tanks - Installation Requirements where Reticulated Water is Connected -  
3.180

Rates Hardship - 1.188

Records Management Policy - 1.187

Recruitment & Selection – 4.193

Related Party Disclosure Policy - 1.189

Risk Management - 1.186

Roadside Memorials/Commemorative Markers - 2.180

Salary System - 4.190

School of Arts Collections Acquisitions and Deaccession Policy - 1.193

School of Arts Theatre Cinema Front of House - 1.194

School of Arts - Use for Weddings & Other Activities - 1.195

Sewerage - Septic Tank Connections - 3.190

Statement of Business Ethics

Succession Planning - 4.196

Tenterfield CBD Works - 2.201

Transfer of Land in Payment of Rates - 1.200

Variation of Sewage Discharge Factor - 1.210

Volunteers Policy - 1.220

Water Concession for Medical Conditions - 1.231

Water - Service Connections - 2.231

Water Supplies & Sewerage Services - Contributions to Water & Sewer Main Extensions - 3.230

Work, Health & Safety - 4.157

Workplace Rehabilitation and Return to Work Policy and Procedure - 4.183

Workplace Surveillance - 3.231

Writing Off of Debts - 1.230

### **3. Information about Development Applications (available for inspection at the Council Administration Office)**

- Construction Certificate Application Register & Plans (excluding floor plans);
- Development Application Register;
- Development Applications & Plans (excluding floor plans);
- Drainage Diagrams;
- Environmental Impact Statements.

**HOW MEMBERS OF THE PUBLIC MAY ACCESS AND AMEND COUNCIL DOCUMENTS CONCERNING THEIR PERSONAL AFFAIRS**

As far as practicable, Council documents will be accessible by members of the public during office hours.

Persons interested in obtaining access to documents or who wish to seek an amendment to the Council's records concerning their personal affairs, should contact a Customer Service Officer. If you have difficulty obtaining documents or information, you should contact Council's Public Officer.

Provisions regarding amendment of personal information is legislated under the Privacy & Personal Information Protection Act 1998.

**HOW TO CONTACT COUNCIL**

Public Officer:	Chief Corporate Officer
Telephone:	(02) 6736 6000
Free Call:	1300 762400 (no mobile access/local only)
Email:	<a href="mailto:council@tenterfield.nsw.gov.au">council@tenterfield.nsw.gov.au</a>
Website:	<a href="http://www.tenterfield.nsw.gov.au">www.tenterfield.nsw.gov.au</a>
Address:	PO Box 241 TENTERFIELD NSW 2372
Office:	247 Rouse Street TENTERFIELD
Office Hours:	8.30 am to 5.00 pm (Monday to Friday)
Counter Hours:	9.00 am to 4.30 pm (Monday to Friday)

**PUBLIC OFFICER – RIGHT TO INFORMATION OFFICER**

There are a number of ways in which members of the public can access publicly available Council information.

1. **Mandatory Release** – where Council is required under legislation to make information available free of charge to the public.
2. **Proactive Release** – where Council is proactive in releasing information to the public by choice.
3. **Informal Release** – Council is encouraged to make available information, should a member of the public make an informal request, subject to the Public Interest Considerations and cost considerations.
4. **Formal Release** – members of the public may make a formal request to Council for the release of information. Applicants must pay an administrative fee of \$30.00 and complete a Government Information (Public Access) Act 2009 – Access Application which is available at Council's Administration Office and on Council's website:

<https://www.tenterfield.nsw.gov.au/your-council/forms/government-information-public-access-act-2009-access-application>

The Chief Corporate Officer has been appointed as the Public Officer. Amongst other duties, the Public Officer may deal with requests from the public concerning the Council's affairs and has the responsibility of assisting people to gain access to public documents of the Council.

The Chief Corporate Officer is also Council's Right to Information Officer and, as such, is responsible for determining applications for access to documents or for the amendment of records. If you have any difficulty in obtaining access to Council documents, you may wish to refer your enquiry to the Public Officer. In addition, if you would like to amend a document of Council that you feel is incorrect it is necessary for you to make written application to the Public Officer in the first instance.

Enquiries should be addressed as follows:

The Chief Executive Officer  
Tenterfield Shire Council  
P O Box 214  
Tenterfield NSW 2372  
Email: [council@tenterfield.nsw.gov.au](mailto:council@tenterfield.nsw.gov.au)



**INFORMATION AND PRIVACY COMMISSION**

If you require any other advice or assistance about access to information you may contact the Information and Privacy Commission as follows:

Website	<a href="http://www.ipc.nsw.gov.au/contact-us-0">http://www.ipc.nsw.gov.au/contact-us-0</a> .
Email	<a href="mailto:ipcinfo@ipc.nsw.gov.au">ipcinfo@ipc.nsw.gov.au</a>
Phone	1800 472 679
Fax	(02) 8114 3756
Post	GPO Box 7011, Sydney NSW 2001
In-person	Level 17, 201 Elizabeth Street, Sydney

Office hours are 9am to 5pm, Monday to Friday.

If you are deaf or have a hearing or speech impairment, call the National Relay Service (NRS) on 133 677 for assistance.

If you need an interpreter, call the Translating and Interpreting Service (TIS) on 131 450 for assistance.

If you do not speak English, or English is your second language, and you need assistance to communicate with us, call the Translating and Interpreting Service on 131 450.

Information regarding privacy and government access to information, including how to make a complaint or request a review, is now available in a range of community languages.