

TENTERFIELD SHIRE COUNCIL



2022-2023

Committees Register

Adopted by Council: 23 February 2022 - Resolution No. 31/22

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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 (Observer)	Chief Executive, Chief Corporate Officer
	Manager Finance & Information Technology
	Manager Customer Services, Governance & Records
	Other Council Staff – as requested – (Invitees only)
Non Council Representatives	
Qualified Independent – Chairperson – Mr Peter Sheville	
Qualified Independent – Mr Tony Harb	
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	Community Development Officer
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	Arts & Cultural Officer
Non Council Representatives	
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.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Corporate Officer
Cr Peter Petty	Open Space, Regulatory & Utilities Supervisor
Cr Tim Bonner	
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 GROUP

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 month (1) with at least one (1) meeting to be held annually at Jubullum Local Lands Council. (Meeting intervals under review until Dec 22 along with members)

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 Giana Saccon	Community Development Advisor
Non Council Representatives	
Community Representative - Ronella (Dolly) Jerome (Elder)	
Community Representative - Dianne Duroux (Elder - New Joint CEO)	
Community Representative - Helen Duroux (Fire to Flourish)	
Community Representative - Cheryl Duroux (Chairperson - MALC)	
Community Representative - Shahan McIntosh (New Joint CEO MALC)	
Community Representative - Roxanne Bancroft-Stuart (Tenterfield High School)	
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 three (3) 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.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Corporate Officer
Cr Kim Rhodes	Manager Planning & Development Services
Cr Tim Bonner	
Non Council Representatives	
Local Aboriginal Land Councils Representative – Moombahlene	
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	Community Development Advisor
Cr John Macnish	Engineering Officer
Non Council Representatives	
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

Every four (4) months or as required.

Membership

Representative members – Three (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.

Councillor Representative	Chief Executive or Delegate/s
Cr Giana Saccon	Chief Corporate Officer
Cr Geoffrey Nye	Open Space, Regulatory & Utilities Supervisor
Cr Peter Murphy	Manager Arts Culture & Library Services
Non Council Representatives	
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

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.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Manager Economic Development & Community Engagement
Cr Kim Rhodes	Tourism Officer
Cr Tim Bonner	
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	
Tenterfield Show Society Representative – Vacant	
Tenterfield Chamber of Tourism, Industry & Business – President of TCTIB	

1.12 YOUTH ADVISORY GROUP

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. Meeting more frequently with the youth.

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	
Non Council Representatives	
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

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ARTS NORTH WEST – STRATEGIC ADVISORY COUNCIL

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

Twice Annually – May and November.

Membership

Councils from throughout the North West area.

Representation

One Councillor Representative

Councillor Representative	Chief Executive or Delegate/s
Cr Kim Rhodes	Nil

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 ten (10) Councils.

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

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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	

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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)

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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	

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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.

Councillor Representative	Chief Executive or Delegate/s
Cr Kim Rhodes	Community Development Officer

Seeking clarification from Licensing Sergeant regarding Council devolving responsibility of this Committee.

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.

Councillor Representative	Chief Executive or Delegate/s
Cr John Macnish	Senior Librarian (or nominee)

2.12 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 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

2.15 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.

DRAFT

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

DRAFT

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.

Councillor Representative	Chief Executive or Delegate/s
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.

Councillor Representative	Chief Executive or Delegate/s
Cr Bronwyn Petrie	Chief Executive

Refer: Res 176/18 – 22/08/2018

2.20 TENTERFIELD HEAVY VEHICLE BYPASS ECONOMIC ENHANCEMENT ADVISORY GROUP *(Group Parked due to insufficient funding)*

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 – Ms Beate Sommer	Relevant Staff as required
Community Representative – Mr Chris Moon	
Tenterfield Chamber of Tourism Industry and Business - Representative	Kristen Lovett
Tenterfield Chamber of Tourism Industry and Business – Representative	Peter Hay

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
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 Kim Rhodes	Manager Economic Development & Special Projects
Cr Giana Saccon	Chief Corporate Officer
Cr Greg Sauer	Director Infrastructure
	Tourism & Marketing 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 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
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