

# TENTERFIELD SHIRE COUNCIL



**2023-2024**

**Committees Register**

*Update via Council Resolution 163/23 – Ordinary Council Meeting 27 September 2023*

# 1. SPECIFIC PURPOSE COMMITTEES

## 1.1 AUDIT, RISK & IMPROVEMENT 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 as the observing 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* – General Manager, Chief Corporate Officer, Manager Customer Services, Governance & Records and Manager of Finance & Technology.

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

<b>Councillor Representative</b>	<b>General Manager or Delegate/s</b>
Mayor (Observer)	General Manager, 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 – Mr Peter Sheville	
Qualified Independent – Mr Tony Harb	
Qualified Independent – Mr Gurbindar Singh (SDRC)	
External Auditor – (Invitee)	
Internal Auditor – (Invitee)	

Refer:

- Audit, Risk & Improvement Committee Charter - Res 22/182 – 24/8/2022

## 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

General Manager.

### 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* – General Manager &/or Chief Corporate Officer.

<b>Councillor Representative</b>	<b>General Manager or Delegate/s</b>
Mayor	General Manager
Cr Greg Sauer	Chief Corporate Officer
Cr Peter Murphy	
Cr John Macnish	
Reserve – Kim Rhodes	

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**

General Manager.

#### **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* – General Manager.

<b>Councillor Representative</b>	<b>General Manager or Delegate/s</b>
Mayor	General Manager Officer
Cr Peter Petty	Chief Corporate Officer
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

*(Committee deferred until further notice – Resolution 163/23)*

### 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

General Manager.

### 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 General Manager, plus two (2) representatives of the National Trust NSW, plus two (2) representatives of the Friends of the School of Arts.

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

<b>Councillor Representative</b>	<b>General Manager or Delegate/s</b>
Mayor	General Manager Officer
Cr Kim Rhodes	Manager Arts, Cultural & Library Services
<b>Non Council Representatives</b>	
National Trust NSW – (Harry Bolton)	
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 six (6) months at 9am (if required) or as needed.

### 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>General Manager 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

*(Committee deferred until further notice – Resolution 163/23)*

#### 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

General Manager.

#### 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>General Manager or Delegate/s</b>
Mayor	General Manager
Cr Peter Murphy	
<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 when required.

### 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>General Manager or Delegate/s</b>
Mayor	Chief Corporate Officer
Cr Kim Rhodes	Manager Planning, Property & Development
Cr Tim Bonner	
<b>Non Council Representatives</b>	
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

General Manager.

### Meetings

To be held quarterly or as needed.

### 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* – Engineering Representative.

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

<b>Councillor Representative</b>	<b>General Manager or Delegate/s</b>
Cr Tim Bonner	
Cr John Macnish (alt)	Engineering Representative
<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	
Community Representative – Nick De Git	

Refer:

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

## 1.9 PARKS & GARDENS 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

10am – Fourth (4) Thursday of the month - Six Monthly or as required.

### Membership

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

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

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

<b>Councillor Representative</b>	<b>General Manager or Delegate/s</b>
Cr Peter Murphy	Chief Corporate Officer
Cr Geoffrey Nye	Open Space, Regulatory & Utilities Supervisor
Cr Tim Bonner	Cr Kim Rhodes (alt)
<b>Non Council Representatives</b>	
Community Representative – Tenterfield – Kerrie Andrew	
Community Representative –Tenterfield	
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 YOUTH ADVISORY COMMITTEE**

*(Committee deferred until further notice – Resolution 163/23)*

### **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**

General Manager

### **Meetings**

As required.

### **Membership**

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

Non representative members – Staff as required.

<b>Councillor Representative</b>	<b>General Manager</b>
Cr Kim Rhodes	General Manager
Cr Tim Bonner	

## **1.11**      **WORKS & SERVICES COMMITTEE** *(Established Dec 2023)*

### **Function**

The Committee's role is to provide ongoing leadership, consider short- and long-term financial management, review project delivery and deal with particular aspects of the Council's Infrastructure business, giving detailed deliberation to these matters, before making recommendations to Council.

Operational directions are not a part of this committee's role or responsibility as per the Local Government Act 1993

### **Responsibilities**

The Committee's responsibilities include:

#### **Construction and Maintenance**

- Roads - capital & operational
- Drainage - capital & operational
- Flood Mitigation
- Footpaths
- Bikeways
- Quarries
- Private works including Transport for NSW and Main Roads
- Buildings – capital and maintenance

#### **Project Management**

- Project management through project business case, initiation, planning, execution and finalisation
- Roads (capital)
- Drainage (capital)
- Footpaths and Bikeways - (capital)
- Building and community works (capital)
- Waste Services (capital)
- Project Management – operational reviews of budgets, progress and reporting

#### **Plant and Fleet**

- Fleet operations, capital & management
- Equipment operations, capital & management
- Mechanical maintenance management including servicing, repairs & fabrication services
- Fleet asset management
- Fleet logistics operations

#### **Transport and Drainage**

- Transport and drainage infrastructure planning
- Strategic asset management
- Design and Survey
- Transport and drainage operations Infrastructure technology
- Parking capital & operations
- Traffic lights - capital & operations
- Street lighting
- Aerodrome - capital & operations
- Flood mitigation and warning systems - capital & operations
- Road corridor operations

**Water and Sewer**

- Projects both maintenance and capital
- Asset management (predicted upgrades or emergency planning)
- Pipe, man hole, hydrant replacement programs

**Waste Management**

- Plant purchases
- Site management
- Service delivery and op

**Responsible Officer**

General Manager

**Meetings**

As required.

**Membership**

Representative members – Mayor plus three (3) elected members of Council.

Non representative members – General manager (as required), Director Engineering and Senior Engineer. A Minute officer may also be present. A finance Staff as required.

The Mayor may attend all Council Committees but is not required to attend.

<b>Councillor Representative</b>	<b>General Manager</b>
Cr Peter Petty (Chair)	General Manager
Cr Tim Bonner	
Cr John Macnish	

*Committee established as per Council Resolution 224/23 – 22/11/2023*

## 1.12 FINANCE COMMITTEE *(Established Dec 2023)*

### Function

The Committee's role is to provide ongoing leadership, consider short and long term financial management, review project delivery and deal with particular aspects of the Council's Infrastructure business, giving detailed deliberation to these matters, before making recommendations to Council.

Operational directions are not a part of this committee's role or responsibility as per the Local Government Act 1993

### Responsibilities

The Committee's responsibilities include:

#### Review of Finances Generally

- To review the Annual Draft Budget
- To review the Quarterly Budget Reviews
- To Review the Long Term Strategic Plan and budget direction
- To request and Review individual aspects of Councils Budget e.g. Individual operational area accounts
- To Review Councils Investment Strategies and compliance with policy
- To review Projects where the expenditure is over \$100,000
- To review Tenders where the Tender is over \$250,000 or where a Tender has been requested over the \$100,000 project limit
- To review financial details and discuss options where Council has to consider a Special Rate Variation
- To review projects seeking Grant Funding which requires a Council contribution that has not been allowed for in the Councils Annual or long term budgets
- To consider requests and work with the Works and Services Committee to plan for and fund Plant replacements within the long term budgets
- All other aspects of financial planning, insurance and service delivery that does not include day to day operational areas, staff appointments as per Councils Operational Budget.

### Responsible Officer

General Manager

### Meetings

As required.

### Membership

Representative members – Mayor plus three (3) elected members of Council.

Non representative members – General manager (as required), Director Engineering and Senior Engineer. A Minute officer may also be present. A finance Staff as required. The Mayor may attend all Council Committees but is not required to attend.

Councillor Representative	General Manager
Cr Geoff Nye	General Manager
Cr Greg Sauer (Chair)	
Cr Peter Murphy	

*Committee established as per Council Resolution 224/23 – 22/11/2023*

## **1.13 SCHOOL OF ARTS, MUSEUM, CINEMA AND THEATRE S355 COMMITTEE**

*(Established Dec 2023)*

### **Function**

This Committee has management oversight of the delivery planning and strategy, financial, business, and infrastructure operations as permitted under the Lease excluding the Council operated Library or any Commercially leased area or commercial event or activity.

This Committee's functions are to advise and make recommendations to the Council on the following matters:

### **Governance**

- Timely and accurate reporting for efficient management and accountability.
- Review the strategic planning processes within the Council, including recommending matters to take forward to the Council in relation to the Council's strategic direction
- Identify master plans for the Tenterfield School of Arts premises as developed under the Lease or in conjunction with the National Trust.
- Report against Councils Community Strategic or Delivery Plans
- Monitor and act on risks
- Identify areas of support for volunteers and council / volunteer interaction

### **Economic**

- Prepare an annual volunteer budget that provides support to the opening, operation and delivery of services excluding the budget items required under the Lease that are considered by the Joint Committee
- Prepare and review Master plan areas and identify unique ways to achieve the outcomes, develop new themes and opportunities for consideration
- Recommend Information and Communication Technology to advise the community on education or display developments
- Discuss methods to improve business process, efficiency, and communication to the community.

### **Infrastructure**

- Identify and assist in business cases for the individual major capital expenditure projects (project development)
- Identify Grant and other applications for financial support for the development and delivery of new programs
- Review post-project reports for performance reporting and business improvement purposes
- Prepare and review major projects, plans and milestones

Operational directions are not a part of this committee's role or responsibility as per the Local Government Act 1993

### **Responsible Officer**

General Manager

### **Meetings**

As required.

### **Membership**

- Two (2) Councillors of Tenterfield Shire Council
- Three (3) Community members that are a member of an Approved Association or alternatively have a strong interest in achieving educational and tourism outcomes across the broader community.
- The Community members shall not be a member of the Joint Committee under the Lease to ensure the separation of roles and legal requirements.

Total membership – 5 (Council will provide the staff nominated secretary).  
The Mayor may attend all Council Committees but is not required to attend.

<b>Councillor Representative</b>	<b>General Manager</b>
Mayor (ex-officio)	General Manager
Cr Peter Petty	

*Committee established as per Council Resolution 224/23 – 22/11/2023*



## 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**

General Manager.

#### **Meetings**

Quarterly.

#### **Membership**

Councils from throughout NSW.

#### **Representation**

Mayor and General Manager.

<b>Councillor Representative</b>	<b>General Manager or Delegate/s</b>
Mayor	General Manager

## 2.2 ARTS NORTH WEST – STRATEGIC ADVISORY COUNCIL

### **Function**

A 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**

General Manager.

### **Meetings**

Twice Annually – May and November.

### **Membership**

Councils from throughout the North West Area.

### **Representation**

Manager Arts, Culture & Library Services + 1 Councillor

<b>Councillor Representative</b>	<b>General Manager or Delegate/s</b>
Cr Kim Rhodes	Manager Arts, Culture & Library Services

## 2.3 BORDER REGION ORGANISATION OF COUNCILS (BROC)

### Function

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

### Responsible Officer

General Manager.

### 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 Deputy Mayor and General Manager.

Councillor Representative	General Manager or Delegate/s
Mayor	General Manager (or nominee)
Cr John Macnish	

## 2.4 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

General Manager.

### Meetings

Monthly.

### Representation

Mayor and relevant staff as required.

Councillor Representative	General Manager or Delegate/s
Mayor	

## 2.5 TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE

### Function

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

### Responsible Officer

Chief Operating Officer.

### Meetings

Every second month.

### Representation

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

<b>Councillor Representative</b>	<b>General Manager or Delegate/s</b>
Mayor	Director Infrastructure
Cr Tom Peters	
Cr Tim Bonner	

## 2.6 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

General Manager.

### Meetings

Quarterly.

### Representation

Mayor plus one (1) Councillor and General Manager and relevant staff as required.

<b>Councillor Representative</b>	<b>General Manager or Delegate/s</b>
Mayor	General Manager
Cr Tom Peters	

## 2.7 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

General Manager.

### Meetings

Quarterly

### Representation

One (1) Councillor and relevant staff member.

<b>Councillor Representative</b>	<b>General Manager or Delegate/s</b>
Cr Tom Peters	General Manager (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

General Manager.

### Meetings

Annual.

### Representation

Mayor plus one (1) Councillor and General Manager.

<b>Councillor Representative</b>	<b>General Manager or Delegate/s</b>
Mayor	General Manager (or nominee)
Cr Tom Peters	



## 2.10 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

General Manager.

### 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>General Manager or Delegate/s</b>
Cr John Macnish	Senior Librarian (or nominee)

## 2.11 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.

<b>Councillor Representative</b>	<b>General Manager or Delegate/s</b>
Cr Bronwyn Petrie	Chief Corporate Officer (or nominee)

## 2.12 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

General Manager.

### Meetings

Region 11 Meetings quarterly.

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

Executive Member + Mayor and/or Deputy Mayor.

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

<b>Councillor Representative</b>	<b>General Manager or Delegate/s</b>
Cr Greg Sauer Executive Committee Member	General Manager (or nominee)
Mayor	
Cr Deputy Mayor	

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

## 2.13 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

General Manager.

### Meetings

Monthly.

### Representation

One (1) Councillor.

Councillor Representative	General Manager or Delegate/s
Cr Tom Peters	Nil.

## 2.14 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**

General Manager.

### **Meetings**

Quarterly.

### **Representation**

Mayor.

<b>Councillor Representative</b>	<b>General Manager or Delegate/s</b>
Mayor	Nil

## 2.15 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 + One (1) Councillors as the alternative.

<b>Councillor Representative</b>	<b>General Manager or Delegate/s</b>
Mayor	Chief Corporate Officer
Cr Peter Petty (alt)	Manager Planning, Property & Development
Cr Greg Sauer (alt)	

Refer: Res 92/18 – 23/05/2018

## 2.16 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

General Manager.

### Meetings

As required.

### Representation

One (1) elected representative.

<b>Councillor Representative</b>	<b>General Manager or Delegate/s</b>
Cr Bronwyn Petrie	General Manager

Refer: Res 176/18 – 22/08/2018

## 2.17 TENTERFIELD HEAVY VEHICLE BYPASS ECONOMIC ENHANCEMENT ADVISORY GROUP

### Function

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

### Responsible Officer

General Manager.

### Meetings

Monthly (as required)

### Membership

Tenterfield Shire Council (NSW)	Tenterfield Chamber of Tourism, Industry and Business
Transport for NSW(Regional)	

### Representation

All Councillors and relevant staff members as required.

Councillor Representative	General Manager or Delegate/s
All Councillors (10)	General Manager (or nominee)
Beate Sommer Community Representative	Relevant Staff as required
Chris Moon Community Representative	
Tenterfield Chamber of Tourism Industry and Business – Kristen Lovett Representative	
Tenterfield Chamber of Tourism Industry and Business – Peter Hay Representative	



## 2.18

### TENTERFIELD CHAMBER OF TOURISM, INDUSTRY & BUSINESS TOURISM ADVISORY COMMITTEE

#### **Function**

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

#### **Responsible Officer**

General Manger

#### **Meetings**

Meetings yet to be advised - as required. (Direct to Councillors email)

#### **Membership**

Two Councillor Representatives.

<b>Councillor Representative</b>	<b>General Manager</b>
Cr Kim Rhodes	General Manager
Cr Tim Bonner	

### 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

General Manager.

##### Meetings

Six monthly.

##### Representation

Mayor and three (3) Councillors.

<b>Councillor Representative</b>	<b>General Manager or Delegate/s</b>
Mayor	General Manager
Cr Greg Sauer	Chief Corporate Officer
Cr Kim Rhodes	Manager Planning, Property & Development
Cr Geoff Nye	
<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

General Manager.

### Meetings

Six monthly.

### Representation

Mayor and three (3) Councillors.

<b>Councillor Representative</b>	<b>General Manager or Delegate/s</b>
Mayor	General Manager
Cr Greg Sauer	
Cr Kim Rhodes	Chief Corporate Officer
Cr Geoff Nye	Director Infrastructure
	Manager Planning, Property & 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

General Manager

#### Meetings

Six monthly.

#### Representation

Mayor and three (3) Councillors.

Councillor Representative	General Manager or Delegate/s
Mayor	General Manager
Cr Peter Petty	
Cr Peter Murphy	Director Infrastructure
Cr Tom Peters	Chief Corporate Officer
	Manager Water & Waste
	Weeds Officer
	Manager Planning, Property & 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