

TENTERFIELD SHIRE COUNCIL



2024-2026

Committees Register

Council Resolution 162/24 – Ordinary Council Meeting, 23 October 2024

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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

General Manager.

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 – A Councillor as the observing member of Council, plus four (4) independent external members (not members of the Council) with one to be the Chairperson. One (1) member is to be nominated from the Southern Downs Regional Council as part of a reciprocal arrangement of shared services.

Non representative attendees – General Manager, Director Corporate Services, Manager of Finance & Technology and Governance Officer.

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	General Manager or Delegate/s
Councillor Peter Murphy (Observer)	General Manager, Director Corporate Services
	Manager Finance & Information Technology
	Governance Officer (Secretary & Internal Audit Coordinator)
	Other Council Staff – as requested
Non-Council Representatives	
Qualified Independent – Chairperson – Mr Tony Harb	
Qualified Independent – Ms Liz Jeremy	
Qualified Independent – Mr Ron Gillard	
Qualified Independent – Mr Gurbindar Singh (SDRC)	
External Auditor – (Invitee)	
Internal Auditor– (Invitee)	

1.2 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.

Councillor Representative	General Manager or Delegate/s
Mayor	General Manager Officer
Cr Greg Sauer	Executive Assistant
Cr Roger Turner	
Cr Greg Purcell	
Reserve – Cr Kim Rhodes	

1.3 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

General Manager.

Meetings

To meet six (6) monthly 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 and Executive Assistant, two (2) representatives of the National Trust NSW, plus two (2) representatives of the Friends of the School of Arts (which will have to be re-assigned given School of Arts Tenterfield Inc (SOATI) involvement)

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

Councillor Representative	General Manager or Delegate/s
Mayor	General Manager Officer
Cr Kim Rhodes	Executive Assistant
Non-Council Representatives	
National Trust NSW	
National Trust NSW	
Friends of the School of Arts and/or School of Arts Tenterfield Inc.	
Friends of the School of Arts and/or School of Arts Tenterfield Inc.	
Attendees/Invitees as required	

1.4 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

Director Infrastructure Services

Meetings

To be held on the first Tuesday every six (6) months at 9am (if required) or as needed.

Membership

Representative members - 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 - Open Space, Regulatory & Utilities Supervisor.

Councillor Representative	General Manager or Delegate/s
Cr Peter Petty	Manager Open Space, Regulatory & Utilities
Cr Tim Bonner	
Non-Council Representatives	
Financial Local Livestock Agent Representative - Steve Alford (alt Lawrie Stenzel)	
Financial Local Livestock Agent Representative - Ben Sharpe (alt Prue Birch, Glen Curry, Matthew Duff)	
Stock Carrier Representative - Peter Petty	
Secretary - Local Branch NSW Farmers Association - Sandra Smith	
Local Land Services (LLS) Representative - Ebony Nowlan	

1.5

TENTERFIELD CHAMBER OF TOURSIM, INDUSTRY & BUSINESS

Function

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

Responsible Officer

General Manager

Meetings

As required.

Membership

Two (2) elected members of Council.

Councillor Representative	
Cr Kim Rhodes	
Cr Greg Purcell	
Non Council Representatives	
Tenterfield Chamber of Tourism, Industry & Business (TCTIB)	

1.6

GENERAL MANAGER'S PERFORMANCE EVALUATION COMMITTEE

Function

The purpose of the General Manager's Performance Evaluation Committee and under their delegation, is to have full responsibility in the management of the key performance indicators of the General Managers appropriate performance objectives and actions to be aligned with Council's Delivery Program and Operational Plan. That also being determined in the General Managers Performance Review

Responsible Officer

General Manager

Meetings

At least Annually – preferably six (6) monthly

Membership

The Mayor and Deputy Mayor and two (2) Councillors with one (1) Councillor being appointed by the General Manager as his representative.

Councillor Representative	General Manager and Delegate
Mayor Bronwyn Petrie	General Manager
Deputy Mayor Greg Sauer	Executive Assistant
Cr Peter Murphy	
Councillor Peter Petty – General Manager's nominee	

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

Councillor Representative	General Manager or Delegate/s
Mayor Bronwyn Petrie	Executive Assistant (Travel & Accommodation)

2.2 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

General Manager.

Meetings

Twice Annually

Membership

Councils from throughout the North West Area.

Representation

One (1) Councillor

Councillor Representative	
Cr Kim Rhodes	
Non-Council Representatives	
Arts North West	

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).

The Border Regional Organisation of Councils:

- Provide a forum for member councils to consider and discuss matters affecting the region.
- Advocate for the best outcomes for the region at a state and federal government level.
- Ensure the sustainability of the region through contributing to the effectiveness of all member councils.
- Undertake projects that have a material benefit to some or all member councils of the Organisation to promote regional cooperation and the efficiencies of individual councils.

Responsible Officer

General Manager.

Meetings

Quarterly.

Membership

Consists of the following twelve (12) 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
Brewarrina Shire Council	Bourke Shire Council

Representation

Mayor and Deputy Mayor

Councillor Representative	General Manager or Delegate/s
Mayor Bronwyn Petrie	Executive Assistant
Deputy Mayor Greg Sauer	

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

Bi-Monthly.

Representation

Mayor, (Deputy Mayor also attends at times).

Councillor Representative	General Manager or Delegate/s
Mayor Bronwyn Petrie	
Deputy Mayor Greg Sauer	

2.5 TENTERFIELD SHIRE LOCAL TRAFFIC FORUM

Function

Council is required to establish a Local Traffic Forum as a condition for the delegation of Transport for NSW (TfNSW) traffic powers. As an advisory body to support council as decision-maker for unclassified roads and regional roads, offers technical advice, coordination and expertise, is not an approval body and does not make decisions.

Responsible Officer

Director Infrastructure Services.

Meetings

Bi-Monthly or as needed.

Representation

Mayor plus two (2) Councillors, Manager Works and relevant staff as required.

Councillor Representative	Director Infrastructure Services or Delegate/s
Mayor	Director Infrastructure Services, Manager Works
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

Local Emergency Management Officer (LEMO)

Meetings

Quarterly.

Representation

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

Councillor Representative	General Manager or Delegate/s
Mayor	Local Emergency Management Officer (LEMO), General Manager, Director Infrastructure Services
Cr Owen Bancroft	

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, (Mayor also attends at times) and relevant staff member.

Councillor Representative	General Manager or Delegate/s
Cr Tom Peters	General Manager, Manager Workforce, Safety, Risk and Records

2.9 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) elected member of Council (and one (1) alternative elected member of Council) and Senior Librarian.

Councillor Representative	General Manager or Delegate/s
Cr Kim Rhodes	Senior Librarian (or nominee)
Cr Owen Bancroft (Alternate)	

2.10 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.

Councillor Representative	General Manager or Delegate/s
Cr Greg Purcell	

2.11 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

Mayor and/or Deputy Mayor.

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

2.12 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

Director Corporate Services

Meetings

As required.

Representation

Mayor, Deputy Mayor + One (1) Councillors as the alternative.

Councillor Representative	General Manager or Delegate/s
Mayor Bronwyn Petrie	Director Corporate Services
Deputy Mayor Greg Sauer	Manager Planning, Property & Development
Cr Peter Petty (alt)	

2.13 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.

Councillor Representative	General Manager or Delegate/s
Cr Bronwyn Petrie	General Manager