

TENTERFIELD SHIRE COUNCIL



2018 – 2019

Committees Register

Adopted by Council: 26 September 2018 – Resolution No. 196/18

Contents

1. SPECIFIC PURPOSE COMMITTEES	8
1.1 AUDIT & RISK COMMITTEE	8
Function	8
Responsible Officer	8
Meetings	8
Membership	8
1.2 CONTRIBUTIONS/DONATIONS ASSESSMENT PANEL	9
Function	9
Responsible Officer	9
Meetings	9
Membership	9
1.3 AUSTRALIA DAY AWARDS COMMITTEE	10
Function	10
Responsible Officer	10
Meetings	10
Membership	10
1.4 SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS JOINT MANAGEMENT COMMITTEE	11
Function	11
Responsible Officer	11
Meetings	11
Membership	11
1.5 TENTERFIELD SALEYARDS ADVISORY COMMITTEE	12
Function	12
Responsible Officer	12
Meetings	12
Membership	12
1.6 ABORIGINAL ADVISORY COMMITTEE	13
Function	13
Responsible Officer	13
Meetings	13
Membership	13
1.7 HERITAGE ADVISORY COMMITTEE	14
Function	14
Responsible Officer	14

Meetings	14
Membership	14
1.8 ANZAC CENTENARY STEERING COMMITTEE	15
Function	15
Responsible Officer	15
Meetings	15
Membership	15
1.9 DISABILITY, INCLUSION & ACCESS ADVISORY COMMITTEE	16
Function	16
Responsible Officer	16
Meetings	16
Membership	16
1.10 PARKS, GARDENS AND OPEN SPACES ADVISORY COMMITTEE	17
Function	17
Responsible Officer	17
Meetings	17
Membership	17
1.11 ARTS AND CULTURE ADVISORY COMMITTEE	18
Function	18
Responsible Officer	18
Meetings	18
Membership	18
1.12 TOURISM ADVISORY COMMITTEE	19
Function	19
Responsible Officer	19
Meetings	19
Membership	19
1.13 LEGUME TO WOODENBONG ROAD – KEY STAKEHOLDERS GROUP ...	20
Function	20
Responsible Officer	20
Meetings	20
Representation	20
2. EXTERNAL BOARDS, COMMITTEES & ORGANISATIONS	21
2.1 COUNTRY MAYORS ASSOCIATION	21
Function	21
Responsible Officer	21

Meetings	21
Representation	21
2.2 ARTS NORTH WEST	22
Function	22
Responsible Officer	22
Meetings	22
Representation	22
2.3 BORDER REGION ORGANISATION OF COUNCILS (BROC)	23
Function	23
Responsible Officer	23
Meetings	23
Representation	23
2.4 NORTHERN INLAND REGIONAL WASTE	24
Function	24
Responsible Officer	24
Meetings	24
Representation	24
2.5 NORTH EAST WEIGHT OF LOADS GROUP	25
Function	25
Responsible Officer	25
Meetings	25
Representation	25
2.6 LOCAL HEALTH ADVISORY COMMITTEE	26
Function	26
Responsible Officer	26
Meetings	26
Representation	26
2.7 TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE	27
Function	27
Responsible Officer	27
Meetings	27
Representation	27
2.8 LOCAL EMERGENCY MANAGEMENT COMMITTEE	28
Function	28
Responsible Officer	28
Meetings	28

Representation	28
2.9 BUSHFIRE MANAGEMENT COMMITTEE	29
Function	29
Responsible Officer	29
Meetings	29
Representation	29
2.10 NSW RFS SERVICE LEVEL AGREEMENT LIAISON COMMITTEE	30
Function	30
Responsible Officer	30
Meetings	30
Representation	30
2.11 AUSTRALIAN RURAL ROADS GROUP	31
Function	31
Responsible Officer	31
Meetings	31
Representation	31
2.12 TENTERFIELD LIQUOR ACCORD	32
Function	32
Responsible Officer	32
Meetings	32
Representation	32
2.13 NSW PUBLIC LIBRARIES' ASSOCIATION	33
Function	33
Responsible Officer	33
Meetings	33
Representation	33
2.14 GRANITE BORDERS LANDCARE COMMITTEE INC	34
Function	34
Responsible Officer	34
Meetings	34
Representation	34
2.15 NORTHERN TABLELANDS REGIONAL WEEDS COMMITTEE	35
Function	35
Responsible Officer	35
Meetings	35
Representation	35

2.16	MURRAY DARLING ASSOCIATION	36
	Function.....	36
	Responsible Officer.....	36
	Meetings.....	36
	Representation.....	36
2.17	TENTERFIELD FM RADIO ASSOCIATION	37
	Function.....	37
	Responsible Officer.....	37
	Meetings.....	37
	Representation.....	37
2.18	COMMUNITY SAFETY PRECINCT COMMITTEE	38
	Function.....	38
	Responsible Officer.....	38
	Meetings.....	38
	Representation.....	38
2.19	SOUTHERN DOWNS REGIONAL COUNCIL HIGHWAY TASKFORCE ALLIANCE	39
	Function.....	39
	Responsible Officer.....	39
	Meetings.....	39
	Representation.....	39
2.20	BRUXNER WAY JOINT COMMITTEE	40
	Function.....	40
	Responsible Officer.....	40
	Meetings.....	40
	Representation.....	40
2.21	JOINT REGIONAL PLANNING PANELS	41
	Function.....	41
	Responsible Officer.....	41
	Meetings.....	41
	Representation.....	41
2.22	NATIONAL TIMBER COUNCILS' ASSOCIATION	42
	Function.....	42
	Responsible Officer.....	42
	Meetings.....	42
	Representation.....	42

3. COMMUNITY ENGAGEMENT FORUMS	43
3.1 OUR SOCIETY – COMMUNITY ENGAGEMENT FORUM	43
Function	43
Responsible Officer	43
Meetings	43
Representation	43
3.2 OUR ECONOMY – COMMUNITY ENGAGEMENT FORUM	44
Function	44
Responsible Officer	44
Meetings	44
Representation	44
3.3 OUR ENVIRONMENT – COMMUNITY ENGAGEMENT FORUM	45
Function	45
Responsible Officer	45
Meetings	45
Representation	45

1. SPECIFIC PURPOSE COMMITTEES

1.1 AUDIT & RISK COMMITTEE

Function

The purpose of the Audit & Risk Committee is to provide independent assurance and assistance to Tenterfield Shire Council on areas including: risk management, audit, governance, and external accountability responsibilities.

Responsible Officer

Chief Corporate Officer.

Meetings

To meet quarterly with one of these meetings to include review and endorsement of the annual audited financial reports and external audit opinion.

The need for any additional meetings will be decided by the Chair, though other Committee members may make requests to the Chair for additional meetings.

A forward meeting plan, including meeting dates and agenda items will be agreed by the Committee each year.

Membership

Representatives - The Mayor plus one (1) elected member of Council, plus three (3) independent external members (not members of the Council) with one to be the Chairperson. One (1) member is to be nominated from Southern Downs Regional Council as part of a reciprocal arrangement of shared services.

Non representative attendees – Chief Executive, Chief Corporate Officer, Manager Customer Services, Governance & Records and Manager of Finance & Information Technology.

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

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive, Chief Corporate Officer
Cr Don Forbes	Manager Finance & Information Technology
	Manager Customer Services, Governance & Records
	Other Council Staff – as requested – (Invitees only)
Non Council Representatives	
Qualified Independent – Chairperson – Mr Peter Sheville	
Qualified Independent – Mr Geoff King	
Qualified Independent – Mr Andrew Page (SDRC)	
External Auditor – (Invitee)	
Internal Auditor – (Invitee)	

Refer:

- Audit & Risk Committee Charter V2.0 Ordinary Council Meeting 14/09/2016

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, Manager Economic Development & Community Engagement

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive
Cr Michael Petrie	Manager Economic Development & Community Engagement
Cr John Macnish	
Cr Bob Rogan	
Reserve – Cr Gary Verri	

Refer:

- Community Donations/Contributions Policy – Resolution 17/18 – 28/02/2018

1.3 AUSTRALIA DAY AWARDS COMMITTEE

Function

The purpose of the Australia Day Awards Committee is to consider the nominations received for Australia Day Awards and determine the winners for each category of Awards.

Responsible Officer

Chief Executive.

Meetings

Annually following closure of nominations.

Membership

Representative members - The Mayor plus three (3) elected members of Council plus one (1) elected member as reserve in the event that a member of the Panel is unavailable on the date selected for judging of the Awards.

Non representative attendees – Chief Executive.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive
Cr Don Forbes	
Cr John Macnish	
Cr Greg Sauer	
Reserve – Cr Gary Verri	

Refer:

- Australia Day Awards Protocol – Resolution 40/18 – 23/03/2018

1.4 SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS JOINT MANAGEMENT COMMITTEE

Function

The purpose of the Sir Henry Parkes Memorial School of Arts Joint Management Committee is to:

- Provide professional guidance and advice in the management of the School of Arts complex;
- Work with key managers to forge strategic and fiscal directions in keeping with the contractual and social/cultural obligations identified in existing agreements between Council and its business partners;
- Establish processes that facilitate the incremental upgrade of products and services provided by the complex, exhibition development; and
- Carry out the annual functions set out in the schedule to the Lease between the National Trust of Australia (NSW) and Tenterfield Shire Council for the Tenterfield School of Arts complex.

Responsible Officer

Chief Executive.

Meetings

To meet at least once per year or as required.

Membership

Representative members - The Mayor plus one (1) elected member of Council, plus two (2) staff members from the Tenterfield Shire Council including the Chief Executive, plus two (2) representatives of the National Trust NSW, plus two (2) representatives of the Friends of the School of Arts.

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

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive
Cr Greg Sauer	Manager Economic Development & Community Engagement
Non Council Representatives	
National Trust NSW – Ken Halliday	
National Trust NSW – Ian Unsworth	
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 Management Committee (“Joint Committee”) Terms of Reference – Resolution 334/15 – 28/09/2015 – Draft Terms of Reference to be referred to the March 2019 meeting for adoption by the Committee and thence referred back to Council.

1.5 TENTERFIELD SALEYARDS ADVISORY COMMITTEE

Function

The purpose of the Tenterfield Saleyards Advisory Committee is to:

- Provide advice to Council on the development, growth and profitability of the Tenterfield Saleyards.

Responsible Officer

Chief Corporate Officer.

Meetings

To be held on the first Tuesday every three (3) months.

Membership

Representative members - The Mayor plus two (2) elected members of Council, plus three (3) financial local Livestock Agent representatives, plus one (1) stock carrier representative, plus the Secretary of the local branch of the NSW Farmers Association, plus one (1) Local Land Services (LLS) representative.

Non representative members - Chief Corporate Officer and Open Space, Regulatory & Utilities Supervisor.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Corporate Officer
Cr Don Forbes	Open Space, Regulatory & Utilities Supervisor
Cr Michael Petrie	
Non Council Representatives	
Financial Local Livestock Agent Representative - Steve Alford (alt Lawrie Stenzel)	
Financial Local Livestock Agent Representative - Glen Curry (alt Matt Duff or Lisa Curry)	
Financial Local Livestock Agent Representative - Ben Sharpe (alt Prue Birch)	
Stock Carrier Representative - Robert Duff (alt Gary Rogan)	
Secretary - Local Branch NSW Farmers Association - Sandra Smith	
Local Land Services (LLS) Representative - Lisa Martin (alt Peter Petrie 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 eighteen (18) representatives from the Tenterfield Aboriginal & Torres Strait Islander community comprising members of the Local Aboriginal Land Council, Community Elders, Youth, and other interested community members.

Non representative members - Manager Economic Development & Community Engagement and Community Development Officer.

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

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive
Cr Bronwyn Petrie	Manager Economic Development & Community Engagement
	Community Development Officer
Non Council Representatives	
Community Representative - Ronella (Dolly) Jerome (Elder)	
Community Representative - Dianne Duroux (Elder)	
Community Representative - Douglas Kirk (Honorary Elder)	
Community Representative - Helen Duroux	
Community Representative - Cheryl Duroux	
Community Representative - Roxanne Bancroft-Stuart	
Community Representative - Karen (Grace) Binge	
Community Representative - Lee-Anne Nicholls	
Community Representative - Rod McIntosh	
Community Representative - David Reynolds	
Community Representative - Malcolm Wightman (Youth)	
Community Representative - Cedric Walker (Jubullum)	
Community Representative - Angie Collins (Jubullum)	
Community Representative - Joan Bell (Jubullum)	
Community Representative - VACANT	
Community Representative - VACANT	
Community Representative - VACANT	
Community Representative - VACANT	

1.7 HERITAGE ADVISORY COMMITTEE

Function

The purpose of the Heritage Advisory Committee is to:

- Facilitate and participate in the gathering of information in relation to all known and possible heritage items within the Shire; and
- Correlation of all information gathered and evaluated during the identification process into a usable document; and
- Provide Council with expert local advice in relation to heritage matters; and
- Assess applications for Heritage Assistance Funding and recommend to Council.

Responsible Officer

Chief Corporate Officer.

Meetings

To be held every two (2) months.

Membership

Representative members - The Mayor plus two (2) elected members of Council, plus one (1) representative from the Local Aboriginal Land Councils, plus three (3) community representatives knowledgeable about rural heritage in Tenterfield Shire, plus one (1) representative knowledgeable about urban Tenterfield heritage, plus one (1) representative from the Tenterfield Historical Society, plus one representative from the Tenterfield Chamber of Tourism, Industry & Business, plus one (1) representative from the Drake Progress Association & School of Arts Inc, plus one (1) representative from the Legume Progress Association.

Non representative members - Chief Corporate Officer and Senior Planner.

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

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Corporate Officer
Cr Brian Murray	Senior Planner
Cr Bronwyn Petrie	
Non Council Representatives	
Local Aboriginal Land Councils Representative – Moombahlene	
Rural Heritage – Urbenville Community Representative – Kerry Brown	
Rural Heritage – Community Representative – Julia Harpham	
Rural Heritage – Community Representative – Ken Halliday	
Urban Heritage – Community Representative – Val Melling	
Tenterfield Historical Society Representative – Daphne Struck	
Tenterfield Chamber of Tourism, Industry & Business Representative – John Brown (alt John Sommerlad)	
Drake Progress Assoc Representative – Eleanor Ramsay	
Legume Progress Assoc Representative – John Griffiths (alt Glen Lamb)	

1.8 ANZAC CENTENARY STEERING COMMITTEE

Function

The purpose of the Anzac Centenary Steering Committee is to provide advice and inform the Tenterfield Shire Council on commemorative and ceremonial activities for the Anzac Centenary for the period 2014-2018.

Responsible Officer

Chief Executive.

Meetings

To be held every month on the first Friday of the month at 10.00 am

Membership

Representative members - The Mayor plus one (1) elected member of Council, plus one (1) representative from the Heritage Advisory Committee, plus one (1) representative from the Tenterfield RSL Sub Branch, plus one (1) representative from the Tenterfield Chamber of Tourism, Industry & Business, plus other members who can be added on the consensus of the Committee members, who can provide unique and timely advice to the Committee to meet the functions of the Committee.

Non representative members - Manager Economic Development & Community Engagement.

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

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive
Cr Don Forbes	Manager Economic Development & Community Engagement
Non Council Representatives	
Heritage Advisory Committee Representative - Daphne Struck	
Tenterfield RSL Sub Branch Representative - David Stewart & Bryce Titcume	
Tenterfield Chamber of Tourism, Industry & Business Representative - Perry Condrick & Julia Harpham	
Other Members added on consensus of Committee - Peter Reid	
Other Members added on consensus of Committee - John Brown	
Other Members added on consensus of Committee - Allan Williams	
Other Members added on consensus of Committee - Jan Friar	
Attendees/Invitees as required - Tenterfield Star	

1.9 DISABILITY, INCLUSION & ACCESS ADVISORY COMMITTEE

Function

The purpose of the Disability, Inclusion & Access Advisory Committee is to review the Disability Action Plan, review progress towards the Disability Action Plan's actions and to make recommendations and provide feedback to Tenterfield Shire Council.

Responsible Officer

Chief Executive.

Meetings

To be held quarterly.

Membership

Representative members - One (1) elected member of Council (and one (1) alternative elected member of Council), plus ten (10) community members.

Non representative members - Manager Economic Development & Community Engagement, Engineering Officer and Community Development Officer.

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

Councillor Representative	Chief Executive or Delegate/s
Cr Don Forbes	Manager Economic Development & Community Engagement
Cr Bob Rogan - Alternative	Engineering Officer
	Community Development Officer
Non Council Representatives	
Community Representative - Jenny Croaker	
Community Representative - Tonya Curry	
Community Representative - Michael Harris	
Community Representative - Diana Giles	
Community Representative - Barbara Smith	
Community Representative - Francine Strachan	
Community Representative - Benjamin Roberts	
Community Representative - Trevor McFeeters	
Community Representative - VACANT	
Community Representative - VACANT	

Refer:

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

1.10 PARKS, GARDENS AND OPEN SPACES ADVISORY COMMITTEE

Function

The purpose of the Parks, Gardens and Open Space Advisory Committee is to provide recommendations and advice on Council strategy to enhance our natural and urban environment.

Responsible Officer

Chief Corporate Officer.

Meetings

Quarterly or as required.

Membership

Representative members – Two (2) elected members of Council, plus seven (7) community members.

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

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

Councillor Representative	Chief Executive or Delegate/s
Cr Greg Sauer	Chief Corporate Officer
Cr Brian Murray	Open Space, Regulatory & Utilities Supervisor
Non Council Representatives	
Community Representative – Tenterfield – Kerrie Andrew	
Community Representative – Tenterfield – Tom Short	
Community Representative – Tenterfield – Jan Evans	
Community Representative – Tenterfield – Colleen Knight	
Community Representative – Liston – Jeff McKillop	
Community Representative – Legume – Glen Lamb	
Community Representative – Urbenville – Stephen Goldthorpe	
Community Representative – Torrington – Lexi Kemp	
Community Representative – Drake – Vacant Yet to be approved by Council	
Community Representative – Jennings - Vacant Yet to be approved by Council	

Refer:

- Parks, Gardens and Open Spaces Advisory Committee – Resolution 124/17 – 26/07/2017
- Parks, Gardens and Open Spaces Advisory Committee - Resolution 224/17 – 25/10/2017
- Parks, Gardens and Open Spaces Advisory Committee - Resolution 264/17 – 20/12/2017

1.11 ARTS AND CULTURE ADVISORY COMMITTEE

Function

Identify and advise Council on the opportunities, management, installation and promotion of Arts and Cultural Activities, Strategy and Public Art across the Shire.

Responsible Officer

Chief Executive.

Meetings

Six monthly.

Membership

Representative members – Two (2) elected members of Council, plus two (2) Borderline Regional Arts Association Representatives plus four (4) community members.

Non representative members - Manager Economic Development & Community Engagement and Community Development Officer.

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

Councillor Representative	Chief Executive or Delegate/s
Cr Gary Verri	Manager Economic Development & Community Engagement
Cr Bronwyn Petrie	Community Development Officer
Non Council Representatives	
Borderline Arts Representative – Gail Wilson	
Borderline Arts Representative -	
Community Representative – Carmel Higgins	
Community Representative – Raylee Delaney	
Community Representative – Nick Negerivich	
Community Representative -	

Refer:

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

1.12 TOURISM ADVISORY COMMITTEE

Function

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

Responsible Officer

Chief Executive.

Meetings

Quarterly.

Membership

Representative members – Mayor plus one (1) elected member of Council, plus one (1) representative from the Caravan Association or Motor Home Industry, one (1) representative from NSW National Parks & Wildlife Service, four (4) representatives from tourism based enterprises – these representing the northern, southern, eastern and western areas of the Shire, one (1) representative from each of the major Council events (Bavarian Beer Festival, Oracles of the Bush, Peter Allen Festival), one (1) representative from the Tenterfield Show Society and one (1) representative from the Tenterfield Chamber of Tourism, Industry & Business.

Non representative members - Manager Economic Development & Community Engagement and Tourism Officer.

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

Councillor Representative	Chief Executive or Delegate/s
Mayor	Manager Economic Development & Community Engagement
Cr Bob Rogan	Tourism Officer
Cr Gary Verri	
Non Council Representatives	
Caravan Association or Motor Home Industry Representative -	
NSW National Parks & Wildlife Service Representative -	
Tourism Based Enterprise Representative (North) -	
Tourism Based Enterprise Representative (South) -	
Tourism Based Enterprise Representative (East) -	
Tourism Based Enterprise Representative (West) -	
Bavarian Beer Festival Representative -	
Oracles of the Bush Representative -	
Peter Allen Festival Representative -	
Tenterfield Show Society Representative -	
Tenterfield Chamber of Tourism, Industry & Business Representative -	

1.13 LEGUME TO WOODENBONG ROAD – KEY STAKEHOLDERS GROUP

Function

Administered by Tenterfield Shire Council, the Key Stakeholders Group was set up following the successful lobbying to obtain funding for the upgrade of the Mt Lindesay Road between Legume and Woodenbong by the former Legume to Woodenbong Road Alliance, announced 27 July 2018.

The Key Stakeholders Group comprises representatives from Tenterfield Shire Council, Southern Downs Regional Council, Scenic Rim Regional Council, Kyogle Shire Council, Lismore City Council, Richmond Valley Council, local industry and transport groups and road users.

Responsible Officer

Chief Executive.

Meetings

As required.

Representation

Mayor and one (1) elected representative.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive
Cr Gary Verri	Chief Operating Officer

2. EXTERNAL BOARDS, COMMITTEES & ORGANISATIONS

2.1 COUNTRY MAYORS ASSOCIATION

Function

A lobby group acting on behalf of rural councils from throughout New South Wales. Additionally serves as a forum to discuss common issues, challenges and approaches.

Responsible Officer

Chief Executive.

Meetings

Quarterly.

Membership

Councils from throughout NSW.

Representation

Mayor and Chief Executive.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive

2.2 ARTS NORTH WEST

Function

To provide the communities of the North West with a common approach and direction that enables strategic development of the arts and culture.

Responsible Officer

Chief Executive.

Meetings

Quarterly.

Membership

Councils from throughout the North West area.

Representation

Nil.

Councillor Representative	Chief Executive or Delegate/s
Cr Gary Verri (Board Member)	Nil

2.3 BORDER REGION ORGANISATION OF COUNCILS (BROC)

Function

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

Responsible Officer

Chief Executive.

Meetings

Quarterly.

Membership

Consists of the following seven (7) 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	

Representation

Mayor plus one (1) Councillor, plus the Chief Executive.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive (or nominee)
Cr Brian Murray	

2.4 NORTHERN INLAND REGIONAL WASTE

Function

A voluntary Local Government Networking Group established to specifically address waste management issues on a regional level.

Responsible Officer

Chief Operating Officer.

Meetings

Quarterly.

Representation

Mayor plus one (1) Councillor, plus Manager Water & Waste.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Manager Water & Waste
Cr Bob Rogan	

2.5 NORTH EAST 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 Ballina Shire Council.

Responsible Officer

Chief Operating Officer.

Meetings

As required.

Membership

Formed in 1994 and consists of the following eight (8) Councils.

Tweed Shire Council	Byron Shire Council
Ballina Shire Council	Kyogle Council
Richmond Valley Council	Lismore City Council
Clarence Valley Council	Tenterfield Shire Council

Representation

One (1) Councillor and relevant staff as required.

Councillor Representative	Chief Executive or Delegate/s
Cr Gary Verri	Chief Operating Officer (or nominee)

2.6 LOCAL HEALTH ADVISORY COMMITTEE

Function

To consider issues relating to the provision of health and hospital services in the area.

The Local Health Advisory Committee:

- Identifies and raises health issues of local concern;
- Provides community input into ongoing Hunter New England Health planning and service development;
- Nominates community representatives for Hunter New England consultative groups;
- Provides a community perspective on health issues rather than the views of individuals;
- Provides information on health issues to the community, and
- Encourages consumer advocacy and consumer perspective in public health care and development.

Responsible Officer

Chief Executive.

Meetings

Monthly.

Representation

Mayor and relevant staff as required.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Community Development Officer

2.7 TENTERFIELD SHIRE LOCAL TRAFFIC COMMITTEE

Function

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

Responsible Officer

Chief Operating Officer.

Meetings

Every second month.

Representation

Mayor plus two (2) Councillors, Chief Operating Officer and relevant staff as required.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Operating Officer
Cr Gary Verri	
Cr Tom Peters	

2.8 LOCAL EMERGENCY MANAGEMENT COMMITTEE

Function

A Local Emergency Management Committee (LEMC) is responsible for the preparation of plans in relation to the prevention of, preparation for, response to and recovery from emergencies in the Local Government area for which it is constituted and in the exercise of its functions. Any such Committee reports to the relevant District Emergency Management Committee.

Responsible Officer

Chief Executive.

Meetings

Quarterly.

Representation

Mayor plus one (1) Councillor and Chief Executive and relevant staff as required.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive
Cr Michael Petrie	

2.9 BUSHFIRE MANAGEMENT COMMITTEE

Function

To oversee delivery of the Rural Fire Service within the Tenterfield Shire and to discharge Council's role under the Bush Fires Act and Local Government Act.

Responsible Officer

Chief Executive.

Meetings

Quarterly

Representation

One (1) Councillor and relevant staff member.

Councillor Representative	Chief Executive or Delegate/s
Cr Tom Peters	Chief Executive (or nominee)

2.10 NSW RFS SERVICE LEVEL AGREEMENT LIAISON COMMITTEE

Function

To consider the Rural Fire Service' strategic plan achievements and projects for the following year.

Responsible Officer

Chief Executive.

Meetings

Annual.

Representation

Mayor plus one (1) Councillor and Chief Executive.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive (or nominee)
Cr Tom Peters	

2.11 AUSTRALIAN RURAL ROADS GROUP

Function

The Australian Rural Roads Group is a group of rural Local Governments from around Australia that have joined together to lobby government for improved funding for rural roads.

Responsible Officer

Chief Executive.

Meetings

Annual.

Membership

Formed in 2010 and consists of the following Councils from across Australia.

New South Wales	Queensland
Armidale Regional Council	Cassowary Coast Regional Council
Berrigan Shire Council	Isaac Regional Council
Bland Shire Council	Lockyer Valley Regional Council
Cabonne Council	North Burnett Regional Council
Carrathool Shire Council	Toowoomba Regional Council
Cobar Shire Council	Victoria
Coonamble Shire Council	Colac Otway Shire Council
Forbes Shire Council	Horsham Rural City Council
Gilgandra Community & Shire Council	Moyne Shire Council
Glen Innes Severn Council	South Gippsland Shire Council
Greater Taree City Council	Yarriambiack Shire Council
Griffith City Council	Western Australia
Gunnedah Shire Council	Shire of Broomehill-Tambellup
Gwydir Shire Council	Shire of Coorow
Inverell Shire Council	Shire of Corrigin
Junee Shire Council	Shire of Dandaragan
Liverpool Plains Shire Council	Shire of Esperance
Moree Plains Shire Council	Shire of Gingin
Nambucca Shire Council	Shire of Lake Grace
Narrabri Shire Council	South Australia
Narromine Shire Council	District Council of Grant
Tenterfield Shire Council	Kangaroo Island Council
Uralla Shire Council	District Council of Kimba
Walgett Shire Council	Tatiara District Council
Warrumbungle Shire Council	
Wentworth Shire Council	

Representation

Mayor.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Nil

2.12 TENTERFIELD LIQUOR ACCORD

Function

To develop and oversee the rules, regulations and requirements of Licensed premises that have joined the Liquor Accord Committee.

Responsible Officer

Chief Executive.

Meetings

Twice a year.

Representation

One (1) Councillor and Community Development Officer.

Councillor Representative	Chief Executive or Delegate/s
Cr Don Forbes	Community Development Officer

2.13 NSW PUBLIC LIBRARIES' ASSOCIATION

Function

The key functions of the Association are:

- Lobbying and advocacy – through all levels of government to improve library services;
- Building strategic partnerships – libraries establishing relationships with local, state and national organisations;
- Professional development on an individual and collective basis.

Responsible Officer

Chief Executive.

Meetings

Twice per year – Full Meeting (elected representative)

Twice per year – Zone Manager's Meeting (staff member)

Representation

One (1) Councillor and Senior Librarian.

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

2.14 GRANITE BORDERS LANDCARE COMMITTEE INC

Function

Granite Borders Landcare became incorporated in 1997 in response to the community's desire to co-ordinate Landcare activities in the area. The Committee is a cross border, cross catchment umbrella group representing over 45 Landcare groups, three (3) Local Government organisations and numerous schools and individual community members across the region.

Responsible Officer

Chief Corporate Officer.

Meetings

Quarterly.

Membership

Southern Downs Regional Council (QLD)	Tenterfield Shire Council (NSW)
Glen Innes Severn Shire Council (NSW)	

Representation

One (1) Councillor and relevant staff member.

Councillor Representative	Chief Executive or Delegate/s
Cr Bronwyn Petrie	Chief Corporate Officer (or nominee)

2.15 NORTHERN TABLELANDS REGIONAL WEEDS COMMITTEE

Function

Promotes a regional approach to management of noxious and other environmental weeds by bringing together all local and state government organisations and other bodies involved in land management throughout the New England Region of NSW.

Responsible Officer

Chief Corporate Officer.

Meetings

Quarterly.

Membership

Northern Tablelands Local Land Services

NSW Department of Primary Industries

Local Control Authorities: (Glen Innes Severn, Inverell, Tenterfield Shire Councils)

County Councils: (New England Weeds Authority)

National Parks & Wildlife Service

NSW Farmers

Aboriginal Land Council

Environmental Interest (or similar organisation)

Crown Lands Department

Roads & Maritime Services

Landcare

Representation

One (1) Councillor and Weeds Officer.

Councillor Representative	Chief Executive or Delegate/s
Cr Tom Peters	Weeds Officer

2.16 MURRAY DARLING ASSOCIATION

Function

A healthy Murray Darling Basin supports thriving communities, economic development and sustainable productivity with the purpose of the Murray Darling Association being to provide effective representation of local government and communities at state and federal level in the management of Basin resources by providing:

- information
- facilitating debate
- seeking to influence government policy.

Responsible Officer

Chief Executive.

Meetings

Region 11 Meetings as required.
Annual Murray Darling Association Conference

Membership

Stakeholders include Commonwealth, State and Local Government, natural resource management organisations, agricultural and business industry associations, and the general community.

Representation

Mayor and/or Deputy Mayor plus any one (1) Councillor as alternative if the Mayor or Deputy Mayor are unavailable.

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

Refer: Res 93/18 – 23/05/18
Res 151/18 – 25/07/18

2.17 TENTERFIELD FM RADIO ASSOCIATION

Function

To oversee the operation of the local Tenterfield radio station Ten FM. The Committee extends an invitation for one (1) Councillor to attend.

Responsible Officer

Chief Executive.

Meetings

Monthly.

Representation

One (1) Councillor.

Councillor Representative	Chief Executive or Delegate/s
Cr Tom Peters	Nil.

2.18 COMMUNITY SAFETY PRECINCT COMMITTEE

Function

Regional forum for Mayors, local State Member and Police Sergeant to discuss community safety and crime rates/issues.

Responsible Officer

Chief Executive.

Meetings

Quarterly.

Representation

Mayor.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Nil

2.19 SOUTHERN DOWNS REGIONAL COUNCIL HIGHWAY TASKFORCE ALLIANCE

Function

Set up by Southern Downs Regional Council to lobby the State & Federal Governments for the upgrade of the New England and Cunningham Highways.

The Taskforce comprises representatives from Southern Downs Regional Council, Scenic Rim Regional Council and Tenterfield Shire Council.

Responsible Officer

Chief Executive.

Meetings

Quarterly.

Representation

Mayor and one (1) elected representative.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Nil
Cr Gary Verri	

2.20 BRUXNER WAY JOINT COMMITTEE

Function

The objectives of the Bruxner Way Joint Committee are to lobby for the upgrade of the Bruxner Way from Tenterfield to the Queensland border at Boggabilla.

The Joint Committee comprises representatives from Tenterfield Shire Council, Moree Plains Shire Council, Gwydir Shire Council and Inverell Shire Council.

Responsible Officer

Chief Executive.

Meetings

Quarterly.

Representation

Mayor and Chief Executive.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive
Cr Brian Murray	

2.21 JOINT REGIONAL PLANNING PANELS

Function

The Joint Regional Planning Panels were introduced in NSW on 1 July 2009 to strengthen decision making on regionally significant development applications and certain other planning matters.

The Joint Regional Planning Panels and the Sydney Planning Panels are independent bodies representing the Crown and are not subject to the direction of the Minister, except on matters relating to planning panel procedures.

Responsible Officer

Chief Corporate Officer.

Meetings

As required.

Representation

Mayor and Deputy Mayor plus one (1) elected representative as the alternative.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Corporate Officer
Deputy Mayor Greg Sauer	Senior Planner
Cr Bob Rogan (alternative)	

Refer: Res 92/18 – 23/05/2018

2.22 NATIONAL TIMBER COUNCILS' ASSOCIATION

Function

The National Timber Councils' Association aims to promote vibrant, resilient communities, maintain regional investment, employment opportunities and responsible environmental practices and provide local government with access to information regarding forest policy development and implementation and keep councils informed of developments at Federal and State Government levels.

Responsible Officer

Chief Executive.

Meetings

As required.

Representation

Two (2) elected representatives plus one (1) elected representative as the alternative.

Councillor Representative	Chief Executive or Delegate/s
Cr Bronwyn Petrie	Chief Executive
Cr Michael Petrie	
Cr Gary Verri (alternative)	

Refer: Res 176/18 - 22/08/2018

3. COMMUNITY ENGAGEMENT FORUMS

3.1 OUR SOCIETY – COMMUNITY ENGAGEMENT FORUM

Function

To act as Council’s initial point of contact for community engagement and feedback on all issues relating to:

- Sporting and Recreation;
- Parks, Gardens and Public Space;
- Arts, Culture and Creativity;
- Children, Youth and Families;
- Community Health and Safety;
- Community Transport;
- Local Events and Entertainment.

The group will provide an engagement forum for discussions with the community (and feedback) on the delivery of the Community Strategic Plan and Council’s Delivery Program for all of these service areas.

Responsible Officer

Chief Executive.

Meetings

Six monthly.

Representation

Mayor and three (3) Councillors.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive
Cr Greg Sauer	Chief Corporate Officer
Cr Brian Murray	Manager Economic Development & Community Engagement
Cr John Macnish	Senior Planner
	Community Development Officer
Community Representatives	
Nil - Public Meetings	

3.2 OUR ECONOMY – COMMUNITY ENGAGEMENT FORUM

Function

To act as Council’s initial point of contact for community engagement and feedback on all issues relating to:

- Economic Growth and Job Creation;
- Tourism and Promotion;
- Major Events.

The group will provide an engagement forum for discussions with the community (and feedback) on the delivery of the Community Strategic Plan and Council’s Delivery Program for all of these service areas.

Responsible Officer

Chief Executive.

Meetings

Six monthly.

Representation

Mayor and three (3) Councillors.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive
Cr Bob Rogan	Manager Economic Development & Community Engagement
Cr Michael Petrie	Chief Corporate Officer
Cr Greg Sauer	Chief Operating Officer
	Tourism Officer
	Senior Planner
Community Representatives	
Nil - Public Meetings	

3.3 OUR ENVIRONMENT – COMMUNITY ENGAGEMENT FORUM

Function

To act as Council’s initial point of contact for community engagement and feedback on all issues relating to:

- Environmental Management;
- Noxious Weeds Control;
- Waste Management and Recycling;
- Natural Resource Management.

The group will provide an engagement forum for discussions with the community (and feedback) on the delivery of the Community Strategic Plan and/ Council’s Delivery Program for all of these service areas.

Responsible Officer

Chief Executive

Meetings

Six monthly.

Representation

Mayor and three (3) Councillors.

Councillor Representative	Chief Executive or Delegate/s
Mayor	Chief Executive
Cr Gary Verri	Manager Economic Development & Community Engagement
Cr Bronwyn Petrie	Chief Operating Officer
Cr Tom Peters	Chief Corporate Officer
	Manager Water & Waste
	Weeds Officer
	Senior Planner
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