

REGISTER OF COMMITTEES 2020/2021



Tamworth Regional Council Register contains the committees that have Council representation including: Council Special Purpose Committees, Council Working Groups, External Boards, Committees, Working Groups and Organisations External Boards, Committees, Working Group and Organisations for Council Staff Only.

Tamworth Regional Council

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1. COUNCIL SPECIAL PURPOSE COMMITTEES

1.1. ANNUAL DONATIONS PROGRAMME

Function

To review requests for donations from Council (under Section 356 of the *Local Government Act 1993*) and make recommendation to Council.

Responsible Directorate

Growth and Prosperity

Membership

Meets on an as needs basis.

TRC Representative: three Councillors and relevant Council Staff as required.

Councillor Representative	General Manager or his Nominee
Cr Helen Tickle	Director Growth and Prosperity
Cr Juanita Wilson	
Cr Jim Maxwell	

Refer:

- Ordinary Council Meeting 9/9/2014 – Minute No 268/14
- Ordinary Council Meeting 28/4/2014 – Minute No 97/15
- Ordinary Council Meeting 27/9/2016 – Minute No 270/16

1.2. GENERAL MANAGERS PERFORMANCE REVIEW PANEL

Function

The Council's governing body is to establish a performance review panel and delegate the task of performance reviews of the General Manager to this panel. The extent of the delegation should be clear.

It is recommended that the whole process of performance management be delegated to the performance review panel, including discussions about performance, any actions that should be taken and the determination of the new performance agreement.

Performance review panels should comprise of the Mayor, Deputy Mayor, another Councillor nominated by Council and a Councillor nominated by the General Manager. The Council's governing body may also consider including an independent observer on the panel. Panel members should be trained in the performance management of General Managers.

The role of the review panel includes:

- conducting performance reviews;
- reporting the findings and recommendations of those reviews to Council; and
- development of the performance agreement.

Responsible Directorate

Nil

Membership

Meets Annually

TRC Representative: Mayor of the Day, Deputy Mayor, one Councillor nominated by Council and one Councillor nominated by the General Manager.

Councillor Representative	
Mayor of the Day	
Cr Helen Tickle	
Cr Phil Betts	
Cr Juanita Wilson	

- Ordinary Council Meeting 27/9/2016 – Minute No 270/16

1.3. MURRAMI POULTRY BROILER FARM DEVELOPMENT COMMUNITY LIAISON COMMITTEE

A condition of development consent requirement that a Community Liaison Committee be formed, refer SF51/05 Strategy and Finance Committee 14 June 2005 – Item 5.11.

Function

To be consulted on any site management procedures, which shall be fully considered by the proponent.

Responsible Directorate

Planning and Compliance

Minutes

To be included in the Annual Environmental Management Report.

Membership

Comprised of at least three Community elected representatives, one Councillor, relevant Council Staff as required, and other Stakeholders endorsed by the Council.

Councillor Representative	General Manager or his Nominee
Cr Col Murray	Manager Compliance (or nominee)

Refer:

- Ordinary Council Meeting 9/9/2014 – Minute No 268/14
- Ordinary Council Meeting 27/9/2016 – Minute No 270/16

1.4. TAMWORTH REGIONAL FLOODPLAIN MANAGEMENT COMMITTEE

Function

To assist the Director Regional Services and to formalise part of the community liaison between Council and ratepayers with respect to the implementation of the Floodplain Management Plan.

Responsible Directorate

Regional Services

Membership

TRC Representative: three Councillors and relevant Council Staff as required.

Councillor Representative	General Manager or his Nominee
Cr Col Murray	Director Regional Services
Cr Phil Betts	Director Planning and Compliance
Cr Jim Maxwell	

Non Council Representation from:

Office of Environment and Heritage – Mr Ivan Rivas Acosta
NSW State Emergency Service – Mr Heath Stimson, Mr Andrew Galvin
Tamworth Community Representative – Mr Michael Osborne
Environmental Assessments – GHD Pty Ltd Representative, Stormwater Consultancy
Barraba Community Representative – TBA
Manilla Community Representative – TBA
Nundle Community Representative – TBA
Woolomin Community Representative – TBA
Bendemeer Community Representative – Mr Michael Osborne

Refer:

- Ordinary Council Meeting 9/9/2014 – Minute No 268/14
- Ordinary Council Meeting 28/4/2015 – Minute No 97/15
- Ordinary Council Meeting 27/9/2016 – Minute No 270/16

1.5. TAMWORTH REGIONAL LOCAL TRAFFIC COMMITTEE

Function

Council is required to establish a Local Traffic Committee (LTC) as a condition of the Delegation of RMS Traffic Powers.

Responsible Directorate

Regional Services

Membership

Meets Monthly

TRC Representative: one Councillor and relevant Council Staff as required.

Councillor Representative	General Manager or his Nominee
Cr Phil Betts – Chairperson	Manager Infrastructure and Projects
Cr Helen Tickle – Alternate Chairperson	

Non Council Representation from:

Local Area Command
Roads and Maritime Services
Member for Tamworth

Refer:

- Ordinary Council Meeting 9/9/2014 – Minute No 268/14
- Ordinary Council Meeting 27/9/2016 – Minute No 270/16

1.6. TAMWORTH REGIONAL RURAL FIRE SERVICE LIAISON COMMITTEE

Function

Function to oversee the delivery of a Rural Fire Service within TRC and the discharge of Councils obligations under the *Rural Fires Act 1997* and *Local Government Act 1993*.

Responsible Directorate

Regional Services

Membership

Committee meets quarterly March, June, September and December and also includes Representatives of the RFS Volunteers Association, the RFS.

TRC Representative: two Councillors and one staff member.

Councillor Representative	General Manager or his Nominee
Cr Phil Betts	Council's Local Emergency Management Officer (LEMO)
Cr Mark Rodda	
Cr Russell Webb	
Non-Council Representatives	
RFS Volunteers Association	

Refer:

- Ordinary Council Meeting 9/9/2014 – Minute No 268/14
- Ordinary Council Meeting 27/9/2016 – Minute No 270/16

1.7. TAMWORTH SPORTS DOME COMMITTEE

Function

The function of the Committee in relation to the Centre includes but shall not be limited to:

- providing direction and advice on management of the Centre to Council staff;
- providing recommendations on the management/use of the Centre's facilities and services;
- providing recommendations on the preparation and review of a business plan for the Centre;
- providing recommendations on the preparation and review of management/operational plans and other policies and procedures for the Centre;
- assistance with marketing and promotion of the Centre; and
- providing adequate volunteers to operate the Centre as/and when required.

Responsible Directorate

Regional Services

Membership

Meets a minimum of six times per year (noting Community Members are appointed for a period up to three years).

TRC Representative: one Councillor and relevant Council Staff as required.

Councillor Representative	General Manager or his Nominee
Cr Mark Rodda	Director Regional Services or nominee
	Chief Financial Officer of Council or nominee
Community Representatives	
Tamworth Basketball Association	2 x Executive representatives
Tamworth Netball Association	2 x Executive representatives
Tamworth Hockey Association	2 x Executive representatives
Northern Inland Football	1 x Executive representatives
Community Representatives	2 x Currently vacant

Refer:

- Ordinary Council Meeting 10/9/2013 – Membership to be reviewed – Minute No 252/13
- Ordinary Council Meeting 27/9/2016 – Minute No 270/16

2. COUNCIL WORKING GROUPS

2.1. AUDIT, RISK AND IMPROVEMENT COMMITTEE

Function

Tamworth Regional Council (Council) has established an Audit and Risk function as a key component of Council's governance framework. This Charter provides the Audit, Risk and Improvement Committee a structure for the conduct of the audit function at Council.

Tamworth Regional Council acknowledges that professional independence and objectivity are critical attributes of an efficient and effective Audit, Risk, and Improvement Committee. Council and the General Manager are therefore, committed to upholding and guarantee the professional independence and objectivity of the Audit, Risk and Improvement Committee.

Responsible Directorate

Office of the General Manager

Membership

The Audit, Risk and Improvement Committee should meet at least four times a year, with authority to convene additional meetings as required.

A quorum shall not exist unless three voting members are present. Meetings are to be rescheduled if there is not a quorum. Members are expected to attend each meeting, in person or via telephone or video conferencing.

The Audit, Risk and Improvement Committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary.

TRC Representative: Mayor of the Day, plus one other Councillor and relevant Council Staff as required.

Councillor Representative	General Manager or his Nominee
Mayor of the Day – Voting Member	General Manager (or nominee) – Non Voting Member
Cr Glenn Inglis – Voting Member	Internal Auditor – Non Voting Member
	Director Corporate and Governance (or nominee) – Non Voting Member
Community Representatives	
Independent Voting Member – Chairperson	
Independent Voting Member	
Independent Voting Member	

Refer:

- Ordinary Council Meeting 9/9/2014 – Minute No 268/14
- Ordinary Council Meeting 27/9/2016 – Minute No 270/16

2.2. AUSTRALIAN COUNTRY MUSIC HALL OF FAME WORKING GROUP

Function

The Working Group was formed to capitalise on Tamworth's unique position as Country Music Capital and to advance a Hall of Fame and Museum which is of national significance in its content and presentation.

Objectives

The ACMF will continue to archive the history of Australian country music. This new arrangement lightens its load and enables more resources to be applied to the operation and development of the Hall of Fame.

Among priorities for the new Working Group is the development of a Strategic Plan for the development of the Hall of Fame, to investigate and source funding opportunities and sponsorship, provide professional advice and guidance, develop marketing strategies, and to investigate the development of a Country Music Precinct.

Responsible Directorate

Growth and Prosperity

Membership

The Australian Country Music Hall of Fame Working Group will meet on a monthly basis.

TRC Representatives: Director Growth and Prosperity, Manager Events, Director Tamworth Regional Gallery and Museums and Cultural Collections Officer.

Councillor Representative	General Manager or his Nominee
Mayor of the day (Chair)	Director Growth and Prosperity
Cr Charles Impey	Manager Events
	Director Tamworth Regional Gallery and Museums
	Cultural Collections Officer
Community Representative	
Australian Country Music Foundation Inc (one representative)	
One representative from a new group which will take responsibility for the exhibition space (appointed by the Working Group)	
One country music industry representative (to be appointed by the Working Group)	
One representative of associated events and groups such as the Roll of Renown, Hands of Fame, and others (to be appointed by the Working Group)	

Refer:

Ordinary Council Meeting 13/02/2018 – Minute No 19/18

2.3. DISABILITY ACCESS WORKING GROUP

Function

The activities of Disability Access Working Group are to assist Council meet legislative requirements under the *Disability Discrimination Act 1992*, the *NSW Anti Discrimination Act 1977* and the *Local Government Act 1993* which requires Council to provide adequate, equitable and appropriate services and facilities for the community.

Responsible Directorate

Growth and Prosperity

Membership

The Committee will meet quarterly.

The Disability Access Working Group will have the following core membership:

Tamworth Regional Council – one Councillor and an alternate representative;

One representative of the Aged Care Sector and an alternate representative;

Two representatives of the Disability Services Sector and alternate representatives;

The Chair of the Tamworth Local Access Group and an alternate representative;

A representative of the Seniors' community; and

Manager of Cultural and Community Services.

Councillor Representative	General Manager or his Nominee
Cr Helen Tickle – Chairperson	Manager Cultural and Community Services
Cr Charles Impey (alternate)	
Community Representatives	
One representative of the Aged Care Sector and an alternate representative	
Two representatives of the Disability Services Sector and alternate representatives	
The Chair of the Tamworth local Access Group and an alternate representative	
A representative of the Seniors' community	

Refer:

- Ordinary Council Meeting 9/9/2014 – Minute No 268/14
- Ordinary Council Meeting 22/9/2015 – Minute No 270/15
- Ordinary Council Meeting 27/9/2016 – Minute No 270/16
- Ordinary Council Meeting 12/3/2019 – Minute No 69/19

2.4. KING GEORGE V AVENUE WORKING GROUP

Function

The broad aim of the King George V Avenue Working Group (KGVAWG) is to provide support in relation to the management actions of the Conservation Management Plan (CMP).

Responsible Directorate

Regional Services

Membership

The Working Group will meet quarterly unless more frequent meetings are required to address specific issues of interest or concern.

The Working Group Membership consists of: five x Community Members; Director Regional Services; Manager Sports and Recreation; Horticulture and Arboriculture Specialist; and Council's Heritage Advisor.

From time to time, other members of the community and Council staff may also be requested to assist the Working Group when particular community skill, experience or input will improve the outcomes delivered by the Group.

It is anticipated that members will be appointed for a two year term.

Councillor Representative	General Manager or his Nominee
Cr Juanita Wilson	Director Regional Services
Community Representatives	Manager Sports and Recreation
Robin Gunning	Horticulture and Arboriculture Specialist
David McKinnon	Council's Heritage Advisor
Stephen Warden	
Barry John	
Carmel Madirazza	

Refer:

- Ordinary Council Meeting 11/4/2017 – Minute No 98/17
- Ordinary Council Meeting 27/02/2018 – Minute No 54/18

2.5. PLANT COMMITTEE

Function

To review tender evaluations exceeding \$150,000.00 for supply and purchase of plant.

Responsible Directorate

Regional Services

Membership

TRC Representative: two Councillors and relevant Council Staff as required.

Councillor Representative	General Manager or his Nominee
Cr Col Murray	Director Regional Services
Cr Russell Webb	

Refer:

- Ordinary Council Meeting 9/9/2014 – Minute No 268/14
- Ordinary Council Meeting 27/9/2016 – Minute No 270/16

2.6. SPORTS WORKING GROUP

Function

To co-ordinate future development, promotion and assist in administration of sports throughout the Regional Council area.

Provide a balance to smaller centres throughout the Local Government Area. Where local facilities provide basic services for local needs, a centralised regional facility provides a full range of contemporary aquatic services for the whole Local Government Area.

Responsible Directorate

Regional Services

Membership

TRC Representative: four Councillors and relevant Council Staff as required.

Councillor Representative	General Manager or his Nominee
Cr Mark Rodda – Chairperson	Director Regional Services
Cr Phil Betts	Director Planning and Compliance
Cr Russell Webb	Manager AELEC Precinct
Cr Charles Impey	Manager Sports and Recreation
	Senior Strategy and Facilities Co-ordinator
	Sports and Recreation Development Officer
	Manager Communications and Engagement

Non Council Representatives:

Executive Officer, NIAS
Northern Inland Cluster Coordinator NSW Sport and Recreation

Refer:

- Ordinary Council Meeting 9/9/2014 – Minute No 268/14
- Ordinary Council Meeting 27/9/2016 – Minute No 270/16

2.7. TAMWORTH CITY CENTRE WORKING GROUP

Function

To set aims/objectives for the future development of the Tamworth Central Business District (CBD).

Responsible Directorate

Planning and Compliance

Membership

TRC Representative: Mayor of the Day, plus four other Councillors and relevant Council Staff and representatives from the Tamworth Business Chamber, professionals and a community member.

Councillor Representative:	General Manager or his Nominee
Mayor of the Day	Director Planning and Compliance
Cr Phil Betts	Manager Integrated Planning
Cr Mark Rodda	
Cr Juanita Wilson	
Cr Charles Impey	

Business Delegates	
Three representatives of the Tamworth Business Chamber	Retail Delegate
	Commercial Delegate
	Junior Chamber Delegates
A representative of the Tamworth Real Estate Agents Association	
A representative of the Tamworth and District Liquor Accord	
A representative of Tamworth Regional Arts and Cultural Advisory Committee	
Community Representatives	
Four representatives of the Tamworth Regional Community	

Refer:

- Ordinary Council Meeting 9/9/2014 – Minute No 268/14
- Ordinary Council Meeting 27/9/2016 – Minute No 270/16

2.8. TAMWORTH REGION ARTS ADVISORY COMMITTEE

Function

The broad purpose and aim of the Tamworth Region Arts Advisory Committee (TRAAC) is to provide strategic advice to the Council in relation to 'Arts' matters within the region and make recommendations regarding priority areas for development and or support. TRAAC recognises and encourages diversity across the Tamworth Regional Council area.

Responsible Directorate

Growth and Prosperity

Membership

Meets Quarterly. Cultural forums with the wider arts and cultural community may replace scheduled Tamworth Region Arts Advisory Committee meetings on occasion.

A quorum will consist of 50 percent of committee members and must include at least one Councillor.

TRAAC will have a core membership of six community members and one Arts North West representative. TRAAC will have membership of three Councillors from Tamworth Regional Council.

Representation is also encouraged from arts practitioners from within hard to reach communities.

Community membership will be determined by the Mayor and the General Manager of Tamworth Regional Council, through an Expression of Interest process.

Councillor Representative	General Manager or his Nominee
Cr Glenn Inglis – Chair	
Cr Charles Impey	
Cr Col Murray	
Cr Juanita Wilson	
Community Representatives	
Arts North West	
Six community representatives	

Refer:

- Ordinary Council Meeting – Minute No

2.9. TAMWORTH REGION INCLUSIVE CULTURE ADVISORY COMMITTEE

Function

The broad purpose and aim of the Tamworth Region Inclusive Culture Advisory Committee (TRICAC) is to provide strategic advice to the Council in relation to diversity and other specific cultural matters, within the region and make recommendations regarding priority areas for development and or support. TRICAC recognises and encourages diversity across the Tamworth Regional Council area.

Responsible Directorate

Growth and Prosperity

Membership

Meets Quarterly. Cultural forums with the wider arts and cultural community may replace scheduled Tamworth Region Inclusive Culture Advisory Committee meetings on occasion. Joint meetings with the Tamworth Region Arts Advisory Committee (TRAAC) may occur from time to time.

A quorum will consist of 50 percent of Committee members and must include at least one Councillor.

TRICAC will have a core membership of six community members and one Arts North West representative. TRICAC will have membership of three Councillors from Tamworth Regional Council.

Representation is encouraged from arts and cultural practitioners from within hard to reach communities. Community membership will be determined by the Mayor and the General Manager of Tamworth Regional Council, through an Expression of Interest process.

Councillor Representative	General Manager or his Nominee
Cr Juanita Wilson – Chair	
Cr Russell Webb	
Cr Col Murray	
Cr Phil Betts	
Cr Mark Rodda	
Community Representatives	
Arts North West	
Six community representatives	

Refer:

Ordinary Council Meeting 22/10/2019 – Minute No 382/19

2.10. TAMWORTH REGIONAL COUNCIL EMERGENCY PRECINCT WORKING GROUP

Function

The purpose and aim of the Emergency Precinct Working Group is to provide a forum for formal discussion between Council and the relevant emergency service organisations on the feasibility of establishing an Emergency Precinct in Tamworth. It is intended that the Emergency Precinct will accommodate Council's Emergency Operations Centre and, if possible, house both the State Emergency Services Unit and the NSW Rural Fire Service Brigade.

Scope

1. Emergency Precinct

The Working Group will consider and make recommendation to Council on:

- a suitable location for a proposed Emergency Precinct; and
- a conceptual layout, including estimated costs, for a proposed Emergency Precinct which accommodates an Emergency Operations Centre, the State Emergency Services Unit and the NSW Rural Fire Service Tamworth Brigade Station.

NOTE: The Working Group will 'sunset' at the completion of tasks (i) and (ii) above.

2. Administration

The Working Group will provide the following administrative requirements:

- Meeting agendas and Minutes;
- Progress reports to Council on tasks (i) and (ii) above; and
- Other reports and correspondence as required.

Responsible Directorate

Regional Services

Membership

The Tamworth Regional Council Emergency Precinct Working Group will meet monthly, or otherwise as required.

TRC Representative: two Councillors and relevant Council Staff as required.

Councillor Representative:	General Manager or his Nominee
Cr Phil Betts – Chairperson	Director Regional Services
Cr Mark Rodda – Alternate Chairperson	Manager Design and Construction
	Local Emergency Management Officer (LEMO)
Community Representative:	
NSW Rural Fire Service	Local Manager Regional Manager Infrastructure Manager
State Emergency Services	Regional Controller Deputy Regional Controller

Refer:

- Ordinary Council Meeting 9/9/2014 – Minute No 268/14
- Ordinary Council Meeting 27/9/2016 – Minute No 270/16

2.11. TAMWORTH REGIONAL COUNCIL HERITAGE WORKING GROUP

Function

The broad aim of the TRC Heritage Working Group is to provide advice, support and direction to Council on key heritage conservation issues and programs. The intended outcome from the input of the Working Group will be improved approaches to the conservation of the heritage items in the region and better recognition of community actions towards heritage conservation.

Responsible Directorate

Planning and Compliance

Membership

The Tamworth Regional Council Heritage Working Group will meet quarterly unless more frequent meetings are required to address specific issues of interest of concern.

TRC Representative: three Councillors, the Director Planning and Compliance, Manager Development and other Council Staff as required. From time to time, members of the community may also be requested to assist the Working Group when particular community skill, experience or input will improve the outcomes delivered by the group.

Councillor Representative	General Manager or his Nominee
Cr Juanita Wilson – Chairperson	Director Planning and Compliance
Cr Jim Maxwell	Manager Development and Approvals
Cr Mark Rodda	

Refer:

- Ordinary Council Meeting 22/9/2014 – Minute No 258/2015
- Ordinary Council Meeting 27/9/2016 – Minute No 270/16

2.12. TAMWORTH REGIONAL COUNCIL WASTE MANAGEMENT WORKING GROUP

Function

To examine long term future Waste Management Strategies, including a possible new Regional Landfill Site.

Responsible Directorate

Water and Waste

Membership

TRC Representative: two Councillors and relevant Council Staff as required.

Councillor Representative	General Manager or his Nominee
Cr Phil Betts	Manager Waste and Resource Recovery
Cr Col Murray	

Refer:

- Ordinary Council Meeting 9/9/2014 – Minute No 268/14
- Ordinary Council Meeting 27/9/2016 – Minute No 270/16

2.13. TAMWORTH REGIONAL CRIME PREVENTION WORKING GROUP

Function

The broad aim of the Tamworth Regional Crime Prevention Working Group is to provide advice to Council on key strategic priorities or issues in relation to crime prevention. The intended outcome is a safer community at a Regional Council level.

Objectives:

- (i) to provide advice to the Council on emerging crime prevention issues;
- (ii) to identify key strategic priorities or issues in relation to crime prevention;
- (iii) to assist in the assessment and review of crime prevention plans;
- (iv) to promote shared community ownership and partnerships for crime prevention across the regional area; and
- (v) to provide advice on community engagement regarding crime prevention strategies.

Chairperson of this Group also represents Council on the Tamworth and District Liquor Accord

Responsible Directorate

Planning and Compliance

Membership

The Tamworth Regional Crime Prevention Working Group shall meet quarterly.

TRC Representative: four Councillors and relevant Council Staff as required.

Councillor Representative:	General Manager or his Nominee
Cr Phil Betts	Director Planning and Compliance
Cr Mark Rodda	Manager Compliance
Cr Russell Webb	
Cr Juanita Wilson	
Community Representatives:	
State Member for Tamworth	
A Senior Representative of the Oxley Local Police District Crime Prevention Team	
A Representative of the Attorney General's Department (Juvenile Justice or Probation and Parole)	
A Representative of the Tamworth and District Liquor Accord	
A Representative of the Tamworth Business Chamber	
A Representative of either the Taxi industry or associated with the security of the secure taxi rank	
A Representative of the Domestic Violence services sector	
Chair of the Aboriginal Community Consultative Committee	
A Representative from the Aboriginal criminal justice services sector	
A Representative from the Department of Family and Community Services (Housing NSW)	
Three representatives of the Tamworth Regional Community, including one, where possible, with a legal/judicial background	

Refer:

- Ordinary Council Meeting 9/9/2014 – Minute No 268/14
- Ordinary Council Meeting 27/9/2016 – Minute No 270/16
- Ordinary Council Meeting 13/02/2018 – Minute No 30/18

2.14. TAMWORTH REGIONAL LICENSED PREMISES REFERENCE GROUP

Function

The Tamworth Regional Licensed Premises Reference Group was established through a collaborative partnership process between NSW Police, Hunter New England Local Health District (HNELHD) and Tamworth Regional Council to provide operational advice on development applications, community impact statements (CIS) and liquor licence applications requiring a CIS from across the Tamworth region.

The Tamworth Regional Licensed Premises Reference Group replaces the Tamworth Regional Council Liquor Licensing Committee.

Objectives

The objectives of the Tamworth Regional Licensed Premises Reference Group are to:

provide an opportunity for expert information and advice from each agency's perspective on the merit of a licensed premises development application;

provide an opportunity to discuss;

issues to be taken into account in the preparation of a CIS that will accompany a liquor licence application to the Independent Liquor and Gaming Authority; and

liquor licence applications;

coordinate responses from each agency regarding licensed premises development applications, CIS and liquor licence applications; and

monitor effectiveness of recommendations made on licensed premises development applications and liquor licence applications.

Responsible Directorate

Planning and Compliance

Membership

The Tamworth Regional Licensed Premises Reference Group will meet on a needs basis and report outcomes via the Crime Prevention Working Group.

TRC Representatives: the Councillors Members of the Crime Prevention Working Group and relevant Council staff as required.

Councillor Representative	General Manager or his Nominee
Cr Phil Betts	Manager Compliance or delegate
Cr Mark Rodda	TRC Development Division Representative
Cr Russell Webb	
Cr Juanita Wilson	
Councillor Representative	
NSW Police Liquor Licensing Sergeant for the Tamworth region or delegate	
A representative of Hunter New England Local Health District (HNELHD)	

Refer:

Ordinary Council Meeting 22/10/2013 – Minute No 301/13

2.15. TAMWORTH UNIVERSITY STRATEGIC WORKING GROUP

Function

The purpose of the TUSWG is to provide a structural framework and forum to provide direction and specific advice on strategic and operational requirements to enable the University of New England to present a fit for purpose business case for final consideration by Tamworth Regional Council.

Objectives

The TUSWG is accountable for:

- Maintaining at all times the focus of TUSWG on the approved Terms of Reference;
- Fostering collaborative processes and open communication;
- Removing any obstacles to the successful delivery of agreed outcomes.

Members of the TUSWG will commit and can expect:

- That each member will be provided with accurate and meaningful information in a timely manner;
- To be given reasonable time to make key decisions;
- Open and honest discussions conducted in an orderly and respectful manner;
- To be alerted to any potential significant risks that could impact the purpose of the group;
- Championing the work of the TUSWG to any interested parties;
- Attend all scheduled meetings and if necessary nominate an alternate member.

Responsible Directorate

Growth and Prosperity

Membership

All meetings will be chaired by the Mayor Tamworth Regional Council.

A meeting quorum will be a majority of members from Tamworth Regional Council, Tamworth University Reference Group and Tamworth Business Chamber.

Decisions will be made by consensus and where not possible the Chair will make the final decision.

Meeting agendas will be agreed jointly by Tamworth Regional Council and University of New England. Each representative membership group will be able to generate topics for the agenda.

Business support to be provided jointly by Tamworth Regional Council and University of New England.

Meetings will be held on a needs basis at agreed locations.

Sharing and use of information and resources including confidential information is to be respected at all times.

All members must maintain the integrity and security of any confidential information.

All members must ensure effective conflict of interest declaration and management.

TRC Representatives: Director Growth and Prosperity, Manager Events, Director Tamworth Regional Gallery and Museums and Cultural Collections Officer.

Councillor Representative	General Manager or his Nominee
Mayor of the day (Chair)	General Manager
Cr Glenn Inglis	Director Growth and Prosperity
Cr Juanita Wilson	
Community Representative	
Tamworth Business Chamber	
Tamworth University Reference Group (Two members)	
Vice Chancellor, University of New England (UNE)	
Other representatives of UNE	

2.16. URBAN STREET TREE MANAGEMENT PLAN ADVISORY GROUP

Function

The broad aim of the Advisory Group is to provide technical expertise and comment in relation to the development of the different documents of the Urban Street Tree Management Plan.

Responsible Directorate

Planning and Compliance

Membership

The Advisory Group will meet every two months.

The Advisory Group Membership consists of:

three Councillor Members;

five Industry leaders;

five community members;

Manager Sports and Recreation; and

Horticulture and Arboriculture Specialist.

The elected chairperson will run the meeting according to the agenda. All members are to abide by Council’s Code of Conduct while at meetings and with any information provided to them at or prior to meetings.

It is anticipated that members will be appointed for a one year term.

Councillor Representative	General Manager or his Nominee
Cr Helen Tickle	Manager Sports and Recreation
Cr Jim Maxwell	Horticulture and Arboriculture Specialist
Cr Juanita Wilson	
Community Representatives	

Refer:

- Ordinary Council Meeting 30/4/2019 – Minute No 123/19

3. EXTERNAL BOARDS, COMMITTEES, WORKING GROUPS AND ORGANISATIONS

3.1. ARTS NORTH WEST

Function

To provide the communities of the North West with a program that enables positive strategic development of arts and culture through the provision of information resources, promotion and expertise.

Responsible Directorate

Growth and Prosperity

Membership

Meets quarterly

TRC Representative: one Councillor and the General Manager or his Nominee.

Councillor Representative	General Manager or his Nominee
Cr Juanita Wilson	Manager Cultural and Community Services
	Manager Entertainment Venues

Refer:

- Ordinary Council Meeting 9/9/2014 – Minute No 268/14
- Ordinary Council Meeting 27/9/2016 – Minute No 270/16

3.2. AVISKILLS

Function

Engineering Training College, conducting courses in avionics, mechanical and aircraft structural engineering.

Partnership involving TAFE, Council Qantas, BAE Systems and Federal and State Government Departments.

Responsible Directorate

Growth and Prosperity

Membership

Meets Monthly.

TRC Representative: one Staff Member.

Councillor Representative	General Manager or his Nominee
Cr Glenn Inglis	Manager – Airport and Aviation Development

Refer:

- Ordinary Council Meeting 11/09/2018 – Minute No 184/18

3.3. BUSH FIRE MANAGEMENT COMMITTEE

Function

The Bush Fire Management Committee is comprised of representatives of all key Land Management Agencies and Stakeholder Groups, the Rural Fire Service, Police Service and an elected Local Government Representative and Staff Member. The Committee is responsible for Bush Fire Risk Management Plans and Operational Plans. The Committee can make decisions with far reaching implications on local land holders and communities.

Responsible Directorate

Regional Services

Membership

This Committee usually meets twice yearly.

TRC Representative: two Councillors, one Staff member and other relevant Council Staff as required.

Councillor Representative	General Manager or his Nominee
Cr Phil Betts – Representative	Council's Local Emergency Management Officer (LEMO)
Cr Russell Webb – Alternate Representative	

Refer:

- Ordinary Council Meeting 9/9/2014 – Minute No 268/14
- Ordinary Council Meeting 27/9/2016 – Minute No 270/16

3.4. CENTRAL NORTHERN REGIONAL LIBRARY

Function

Under Section 377 of the Local Government Act for the provision, control and management of libraries, library services and information services to the councils of Tamworth Regional, Liverpool Plains Shire, Narrabri Shire, Uralla Shire, Gwydir Shire and Walcha Shire pursuant to the Central Northern Regional Library Agreement.

Responsible Directorate

Growth and Prosperity

Membership

Committee meets in February each year.

Annual General Meeting is held in November each year.

TRC Representative: one Councillor, Manager Cultural and Community Services and relevant Council Staff as required.

Term

Four Year Term – 2008 to 2012

Councillor Representative	General Manager or his Nominee
Cr Juanita Wilson	Manager Cultural and Community Services
Cr Helen Tickle – Alternate	
Council Representation from:	
Tamworth Regional Council	
Liverpool Plains Shire Council	
Narrabri Shire Council	
Uralla Shire Council	
Walcha Shire Council	
Gwydir Shire Council	

Refer:

- Ordinary Council Meeting 25/9/2012 – Minute No 276/12
- Ordinary Council Meeting 27/9/2016 – Minute No 270/16

3.5. CLUB GRANTS COMMITTEE

Function

To make recommendation to eligible license Clubs who must make community contributions from club revenue in accordance with NSW Government Scheme which allows Clubs to claim a tax deduction of up to 1.5% on gaming revenue over \$1 million for monies spent on community support.

Responsible Directorate

Growth and Prosperity

Membership

Meets Quarterly

TRC Representative: one Councillor, the Inclusive Community Co-ordinator.

Councillor Representative	General Manager or his Nominee
Cr Phil Betts	Inclusive Community Co-ordinator

Refer:

- Ordinary Council Meeting 9/9/2014 – Minute No 268/14
- Ordinary Council Meeting 27/9/2016 – Minute No 270/16

3.6. COUNTRY MAYORS ASSOCIATION

Function

A Lobby Group on behalf of the concerns of Major Rural Centres within New South Wales.
A forum to discuss like issues.

Responsible Directorate

Office of the General Manager

Membership

The Committee meets quarterly.

TRC Representative: the Mayor of the Day and General Manager.

Councillor Representative	General Manager or his Nominee
Mayor of the Day	General Manager

Refer:

- Ordinary Council Meeting 9/9/2014 – Minute No 268/14
- Ordinary Council Meeting 27/9/2016 – Minute No 270/16

3.7. NAMOI COUNCILS

Function

Coordination of Local Government within North West Region, Resource Sharing and Local Government Advocacy.

Responsible Directorate

Office of the General Manager

Membership

TRC Representative: Mayor of the Day (Representative), Deputy Mayor of the Day (Alternate Representative), General Manager (or his nominee) and relevant Council Staff as required.

Councillor Representative	General Manager or his Nominee
Mayor of the Day – Representative	General Manager (or nominee)
Deputy Mayor of the Day – Alternate Representative	

Non Council Representation from:	

Refer:

- Ordinary Council Meeting 9/9/2014 – Minute No 268/14
- Ordinary Council Meeting 27/9/2016 – Minute No 270/16

3.8. NEW SOUTH WALES PUBLIC LIBRARIES ASSOCIATION

Function

The purpose of the Association shall be to enable those Councils and Public Library Services which are Members to meet on a regular basis for common purposes and to undertake united action.

Responsible Directorate

Growth and Prosperity

Membership

The major public meeting is the Annual General Meeting and Annual Conference in November each year.

The New South Wales Public Libraries Association (NSWPLA) has several zones covering New South Wales. Tamworth is in the NE Zone. Zones meet four times a year – two just with Librarians and two (Full) with Councillors and Librarians.

TRC Representative: One Councillor, one Staff Member.

Councillor Representative	General Manager or his Nominee
Councillor Juanita Wilson	Manager Cultural and Community Services

3.9. NORTHERN INLAND REGIONAL WASTE GROUP

Function

A voluntary Local Government Networking Group that was established in July 1998 to specifically address waste management issues on a regional level.

Responsible Directorate

Water and Waste

Membership

The Group meets quarterly.

TRC Representative: two Councillors and relevant Council Staff as required.

Councillor Representative	General Manager or his Nominee
Vacant	Manager Water and Waste
Cr Col Murray	

Refer:

- Ordinary Council Meeting 09/09/2014 – Minute No 268/14

3.10. NORTHERN REGION PLANNING PANEL

Function

The functions of the Joint Regional Planning Panels (JRPPs) are to:

- 1 exercise certain consent authority functions for ‘regional development’; and
- 2 where requested, advise the NSW Minister for Planning on planning or development matters or environmental planning instruments in respect to the JRPPs’ region.

JRPPs will also have such other functions as are conferred on them by the Environmental Planning and Assessment Act 1979 (EP&A Act). For example, JRPPs may have a role in relation to Local Environmental Plans (LEPs). This may include being appointed as the Relevant Planning Authority (RPA) for a LEP or, where requested by the Minister, reviewing or providing advice in respect of a proposed LEP. Where a JRPP is appointed as an RPA for a LEP, the Minister may also delegate plan making powers to the JRPP. JRPPs may also, in limited circumstances, be appointed by the Minister to exercise the functions of planning assessment panels under s.118 of the EP&A Act.

A regional panel is not subject to the direction or control of the Minister, except in relation to the procedures of a regional panel and to the extent provided for in the EP&A Act.

Responsible Directorate

Planning and Compliance

Membership

TRC Appointments: two Member Councillors and three Alternate Councillors.

Council Members	General Manager or his Nominee
Cr Col Murray – Alternate Member	Director Planning and Compliance (or nominee)
Stephen Bartlett – Expert Member	
James Treloar – Community Member	

Refer:

- Ordinary Council Meeting 10/9/2013 – Minute No: 252/13
- Ordinary Council Meeting 27/9/2016 – Minute No 270/16
- Ordinary Council Meeting 11/9/2018 – Minute No 184/18
- Ordinary Council Meeting 12/2/2019 – Minute No 9/19
- Ordinary Council Meeting 9/7/2019 – Minute No 221/19

3.11. NORTH WEST REGIONAL WEED COMMITTEE

Function

The purpose of the North West Regional Weed Committee (NWRWC) is to provide 'tenure neutral' strategic planning and coordination of weed management activities at the regional level. These activities play an integral part in an overall state weed management framework.

The NWRWC is a local community advisory group under the provisions of Section 33 of the *Local Land Services Act 2013*.

The NWRWC is established to:

- support implementation of the weeds components and underlining principles of the NSW Biosecurity Strategy, NSW Biosecurity Act and the NSW Invasive Species Plan 2015-2022;
- provide advice to the Board regarding delivery weed functions for the Local Land Services consistent with the Local Strategic Plan;
- to develop innovative and effective regional weed management strategic plans that consider risks, include all land tenure, and major stakeholders in the landscape;
- provide a forum for the community and stakeholders in decision making, and develop communication education and awareness programs based on local and/or regional priority weeds and issues.

Responsible Directorate

Planning and Community Services

Membership

Council Members	General Manager or his Nominee
Cr Jim Maxwell	Senior Weeds Officer

Refer:

- Ordinary Council Meeting 24/11/2015 – Minute No 349/15
- Ordinary Council Meeting 27/9/2016 – Minute No 270/16

3.12. REGIONAL CITIES NSW

Function

Regional Cities NSW is an alliance of 15 regional cities from around the State. The alliance is responsible for representing regional communities through evidence-based policy and informed advocacy. The objective of these activities is to effect real change in their communities by seeking improvements to the infrastructure, liveability and sustainability of regional cities and the wide regional areas the cities support.

Responsible Directorate

Office of the General Manager

Membership

TRC Representatives: Mayor of the Day and General Manager (Board Members).

Meets quarterly.

Councillor Representative	General Manager or his Nominee
Mayor of the Day	General Manager

Refer:

- Ordinary Council Meeting 9/10/2018 – Minute No 218/18

3.13. TAMWORTH ABORIGINAL COMMUNITY CONSULTATIVE COMMITTEE

Function

- (i) To develop and implement strategies which reflect mutual respect, awareness and dignity in services for and to aboriginal people residing within the Tamworth Local Government Area (LGA).
- (ii) To promote the status of Aboriginal people in the Tamworth Regional Council Local Government Area.

Responsible Directorate

Growth and Prosperity

Membership

The Committee will meet on the second Wednesday of every second month, excluding January. If the need arises, the Committee can convene an extraordinary meeting.

TRC Representative: Mayor and one Councillor. The Mayor is always the Deputy Chairperson, however, both Councillors are voting members if present.

Membership is open to one representative of open membership-based Aboriginal Community Organisations who are in the Tamworth Local Government Area.

The quorum for the meeting will be five community representatives other than Tamworth Regional Council.

Councillor Representative	General Manager or his Nominee
Mayor of the Day	
Cr Phil Betts	

Refer:

- Ordinary Council Meeting 24/8/2010 – Minute No 295/10 (recommendation within 2010-2015 Cultural Plan)
- Ordinary Council Meeting 27/9/2016 – Minute No 270/16

3.14. TAMWORTH AND DISTRICT LIQUOR ACCORD

Function

The Tamworth and District Liquor Accord is based on a set of principles that all parties will implement in order to improve the safety and amenity of Tamworth and District Licensing Area. These principles relate to four key themes:

- Responsible Service of Alcohol;
- improved Safety and Security;
- commitment to being a good neighbour; and
- co-operation with the police and the community to improve local outcomes.

Underpinning these principles is industry best practice responsible licensees are committed to undertake.

Responsible Directorate

Planning and Compliance

Membership

TRC Representative: one Councillor (as Chairperson of the Tamworth Regional Crime Prevention Working Group) and relevant Council Staff as required.

Councillor Representative	General Manager or his Nominee
Cr Juanita Wilson	Manager Compliance
Cr Mark Rodda (Alternate)	

Refer:

- Ordinary Council Meeting 9/9/2014 – Minute No 268/14
- Ordinary Council Meeting 27/9/2016 – Minute No 270/16
- Ordinary Council Meeting 11/9/2018 – Minute No 184/18

3.15. TAMWORTH CARDIOVASCULAR HEALTH WORKING GROUP

Function

The purpose of the group is to investigate reasons the Tamworth region has poor cardiovascular outcomes and from that seek solutions to improve the cardiovascular health of the population through targeted advocacy and support for best practice primary and secondary prevention initiatives.

Responsible Directorate

Planning and Compliance

Membership

Member of the Committee will be by invitation and will be reviewed by the Working Group on an annual basis. Others may be invited to attend on a time-limited basis to progress specific discussions or initiatives. There will always be at least one member from HNECC PHN's Hunter New England Rural Clinical Council who will have responsibility to report back on actions and outcomes from the Working Group.

Meetings will be held at a frequency and time agreed by and suitable for the group, generally at the offices of the PHN.

Councillor Representative	General Manager or his Nominee
Cr Helen Tickle	
Organisation Representatives	
Hunter New England Central Coast Primary Health Network	
Hunter New England Local Health District	
Heart Foundation NSW	
University of Newcastle, Department of Rural Health	

Refer:

- Ordinary Council Meeting 27/2/2018 – Minute No 64/18

3.16. TAMWORTH HEALTH COMMITTEE

Function

Considers issues relating to Tamworth Hospital and Tamworth Community Health.

The Local Health Advisory Committee:

- identify and raise health issues of local concern;
- provide community input into ongoing Hunter New England Health Planning and Service Development;
- nominate community representatives for Hunter New England Consultative Groups;
- provide a community perspective on health issues rather than the views of individuals;
- provide information on health issues to the community; and
- encourage consumer advocacy and consumer perspective in public health care and development.

Responsible Directorate

Growth and Prosperity

Membership

Meetings are held on a monthly basis mostly at Tamworth Base Hospital but also at Gunnedah, Manilla and Barraba Hospitals.

TRC Representative: one Councillor as Delegate, one Councillor as Alternate Delegate and relevant Council Staff as required.

Councillor Representative	General Manager or his Nominee
Cr Helen Tickle – Delegate	Manager Cultural and Community Services
Cr Juanita Wilson – Alternate Delegate	

Refer:

- Ordinary Council Meeting 9/9/2014 – Minute No 268/14
- Ordinary Council Meeting 27/9/2016 – Minute No 270/16

3.17. TAMWORTH REGIONAL CONSERVATORIUM OF MUSIC

Function

To promote the study, practice, performance and knowledge of music and the performing arts in Tamworth and the region by providing an appropriate centre for teaching and performance.

Responsible Directorate

Growth and Prosperity

Membership

Meets ten times per year.

TRC Representative: the Mayor of the Day, one Councillor (Alternate) as a Board Member and relevant Council Staff as required.

Councillor Representative	General Manager or his Nominee
Mayor of the Day – Representative	Manager Entertainment Venues
Cr Juanita Wilson – Alternate Representative	

Refer:

- Ordinary Council Meeting 9/9/2014 – Minute No 268/14
- Ordinary Council Meeting 27/9/2016 – Minute No 270/16

3.18. TAMWORTH REGIONAL LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

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 is responsible to the relevant District Emergency Management Committee. Council's Local Emergency Management Officer is presently the Chair of the Committee and represents the Tamworth LEMC at District Emergency Management Committee Meetings.

Responsible Directorate

Regional Services

Membership

TRC Representative: two Councillors together with relevant Council Staff.

Councillor Representative	General Manager or his Nominee
Cr Phil Betts	Council's Local Emergency Management Officer (LEMO)
Cr Helen Tickle	Other Support Staff as required

Refer:

- Ordinary Council Meeting 9/9/2014 – Minute No 268/14
- Ordinary Council Meeting 27/9/2016 – Minute No 270/16

3.19. TAMWORTH REGIONAL STATE EMERGENCY SERVICE ADMINISTRATIVE COMMITTEE

Function

To oversee the delivery of the State Emergency Service within TRC and the discharge of Council's obligations under the State Emergency Service Act 1989.

Responsible Directorate

Regional Services

Membership

The Committee meets six monthly.

TRC Representative: one Councillor as Delegate, one Councillor as Alternate Delegate and relevant Council Staff as required.

Councillor Representative	General Manager or his Nominee
Cr Phil Betts – Delegate	Council's Local Emergency Management Officer (LEMO)
Cr Juanita Wilson – Alternate Delegate	

Refer:

- Ordinary Council Meeting 9/9/2014 – Minute No 268/14
- Ordinary Council Meeting 27/9/2016 – Minute No 270/16

4. EXTERNAL BOARDS, COMMITTEES, WORKING GROUPS AND ORGANISATIONS (STAFF REPRESENTATIVES ONLY)

4.1. AUSTRALIAN AIRPORTS ASSOCIATION

Function

Association represents 260 Airports Australia wide including international, major regional and rural.

The charter is to facilitate co-operation among all member Airports and their many and varied partners in Australian aviation, whilst maintaining an air transport system that is safe, secure, environmentally responsible and efficient for the benefit of all Australians.

Responsible Directorate

Growth and Prosperity

Membership

Meetings: Annual General Meeting held October/November

State Meeting Bi-Annually

TRC Representative: one Staff Member.

Councillor Representative	General Manager or his Nominee
Nil	Manager – Airport and Aviation Development

4.2. COUNTRY MUSIC FESTIVAL EMERGENCY PLANNING COMMITTEE

Function

The Country Music Festival (CMF) Emergency Planning Committee prepares and reviews emergency plans or procedures relating to high level emergency risk management for Council's festival activities. Incorporates emergency management combat agencies and support agencies along with internal Divisions responsible for key operational aspects of the Festival.

Responsible Directorate

Regional Services

Membership

TRC Representative: Council Staff as appropriate to support the functions of the Committee.

Councillor Representative	General Manager or his Nominee
Nil	Manager Events
	Council's Local Emergency Management Officer (LEMO)

4.3. MID NORTH WEIGHT OF LOADS GROUP

Function

To minimise pavement damage caused by overloaded vehicles, through enforcement activities thus reducing maintenance and reconstruction costs on roads.

The enforcement of vehicle weight is undertaken by four full time Ordinance Inspectors under the control of the Supervising Engineer from Gloucester Shire. As required, the four Inspectors are supported by two part-time Assistants. Members of the Group includes Member Councils agreeing to jointly employ the six Ordinance Inspectors with other Member Councils.

Gloucester Shire Council administers the Group including any infringements issued on Member Council roads. Costs of this administration including the employment of the Ordinance Inspectors are covered by a grant from the Roads and Maritime Services and from contributions from Member Councils.

Responsible Directorate

Regional Services

Membership

Meets as required

TRC Representative: Relevant Council Staff as required.

The Mid North Weight of Loads Group was formed in 1986 and consists of the following New South Wales Local Government Councils:

Armidale Regional	Kempsey Shire	Nambucca Shire	Uralla Shire
Bellingen Shire	Liverpool Plains Shire	Port Macquarie/Hastings	Walcha
Coffs Harbour City	MidCoast	Tamworth Regional	
Dungog Shire	Muswellbrook Shire	Upper Hunter Shire	

Councillor Representative	General Manager or his Nominee
Nil	Manager Infrastructure and Projects

4.4. NAMOI PEEL CUSTOMER SERVICE COMMITTEE

Function

The Namoi-Peel Customer Service Committee provides a forum for communication and consultation and its customers. In these forums, the Committees ensure that the interests of all water users are considered when State Water Develops projects, policies and priorities.

The Namoi-Peel Customer Service Committee members and State exchange information so that a positive, constructive and efficient service provider-customer relationship can be maintained.

Responsible Directorate

Water and Waste

Membership

Meets Quarterly.

TRC Representative – two Staff members.

Term

30 June 2012 to 30 June 2016 – Four Year Term

Councillor Representative	General Manager or his Nominee
Nil	Director Water and Waste
	Manager Water and Waste Operations

Refer:

- Services and Infrastructure Committee Meeting 8/04/2008 – Minute No SI022/08

4.5. NEW ENGLAND DISTRICT EMERGENCY MANAGEMENT COMMITTEE (DEMC)

Function

The District Emergency Management Committee (DEMC) is responsible for overseeing the functions of the Local Emergency Management Committees within defined regions and is primarily tasked to review and advise on the plans prepared by the LEMCs. The Chair of the LEMC (a Council staff member) represents the Tamworth LEMC at the DEMC meetings. The DEMC reports to the State Emergency Management Committee.

Responsible Directorate

Regional Services

Membership

TRC Representative: Chair of the Tamworth Local Emergency Management Committee (LEMC)

Councillor Representative	General Manager or his Nominee
Nil	Council's Local Emergency Management Officer (LEMO)

4.6. NORTHERN INLAND GOVERNMENT WATER MANAGERS GROUP

Function

The Managers of Water and Sewer Services for Councils in the New England and North West of NSW have agreed that there is benefit in meeting on a regular basis to discuss issues that are common to all and to share knowledge and experience related to the delivery of water and sewer services.

These Terms of Reference provide a loose framework in relation to these meetings. They will be amended from time to time with the agreement of the Group.

Objectives

The objectives of the Group include:

- to provide a forum for staff involved in the delivery of water and sewer services to discuss issues common to all;
- to share knowledge and experience across the group;
- to improve contact between members across the group;
- to provide an opportunity for one or more members to attend conferences workshops etc.;
- perhaps as representatives of the Group, and to provide relevant information to all members of the Group;
- to provide opportunity for site visits and other inspections at councils across the group so that members can view, particular technology etc.; and
- mentoring/exchange of trainees and other employees across member Councils.

Responsible Directorate

Water and Waste

Membership

The following Councils are nominated members to participate in the Group

Armidale Dumaresq Shire Council	Inverell Shire Council	Tamworth Regional Council
Glen Innes Severn Shire Council	Liverpool Plains Shire Council	Tenterfield Shire Council
Gunnedah Shire Council	Moree Plains Shire Council	Uralla Shire Council
Gwydir Shire Council	Narrabri Shire Council	Walcha Shire Council
Guyra Shire Council		Warrumbungle Shire Council

Participants

Participants nominated by member Councils should be involved in the day to day provision of planning, operation, maintenance and capital works in water and sewer areas. Councils should nominate one participant and an alternate, although both can attend meetings.

The group will not be successful if there is a lack of numbers at meetings or different people attend each meeting. Therefore it is important that members commit to attending as many meetings as possible, regardless of location.

The host Council can invite other participants from its own organisation or outside organisation as required.

Meetings

Meetings to be held quarterly in December, March, June and September each year.

Meeting venues will rotate between member Councils.

Host Council will be responsible for supplying a suitable venue, preparing the agenda, providing minutes, providing lunch and will act as Chair.

Meetings will generally be held between 10:00am and 2:00pm, unless more time is required, including for site visits.

Where possible the venues for at least two future meetings will be decided at each meeting.

Agenda for meetings are to be circulated to participants at least one week prior to the meeting and the host Council will seek agenda items from participants prior to distributing the agenda.

Minutes to be distributed as soon as possible after the meeting to all participants whether in attendance at the meeting or not.

Councillor Representative	General Manager or his Nominee
Nil	Director Water and Waste
	Manager Water and Waste Operations

4.7. NORTHWEST REGIONAL COMMUNITY CARE ADVISORY COMMITTEE

Function

The Northwest Regional Community Care receives funding from DADHC (Department of Ageing, Disability and Home Care) to provide services to the Tamworth Regional Council area. This includes case management and brokerage of community services to eligible aged and disabled people and their carers. It is a service that looks after people with high and complex needs. They have one worker for Tamworth City, one for the surrounding areas, one worker for Aboriginal clients in the Regional Area. The Committee acts as an advisory body for the service as is required in the funding agreement.

Responsible Directorate

Growth and Prosperity

Membership

Meets Quarterly.

TRC Representative: one Staff Member and other relevant Council Staff as required.

Councillor Representative	General Manager or his Nominee
Nil	Manager Community Care

4.8. REGIONAL ARTS NSW

Function

To champion, develop and support the creative arts and cultural sector through the network of 14 Regional Arts Development Organisations in NSW.

Responsible Directorate

Growth and Prosperity

Membership

Meets in March, April, July, September and November.

TRC Representative: one Staff Member.

Councillor Representative	General Manager or his Nominee
Nil	Director Tamworth Regional Gallery and Museums

4.9. REGIONAL GALLERIES ASSOCIATION OF NEW SOUTH WALES

Function

Regional Galleries Association of New South Wales was established in the mid 1970s. Its role encompasses not only lobbying for better infrastructure but also the promotion and professional development of Regional Galleries in New South Wales.

The Association supports member galleries function as community cultural resources by assisting the exhibition touring of work by regional artists to reach new audiences.

The Association is managed by a voluntary Committee comprising of Gallery Directors/Managers elected at an Annual General Meeting.

Responsible Directorate

Growth and Prosperity

Membership

The Regional Galleries Association of NSW Committee meets every six to twelve months during the year.

TRC Representative: one Staff Member.

Councillor Representative	General Manager or his Nominee
Nil	Director, Tamworth Regional Gallery and Powerstation Museum

5. AMENDMENT REGISTER

Date	Committee/Group Name	Council Meeting (if required)	Changes made
08/09/2015	Tamworth Sister City Committee	Ordinary Council 8 September 2015 – Minute No. 243/15	Committee Disbanded – Removed from register
22/09/2015	Tamworth Regional Racing Precinct Working Group; Chaffey Dam Upgrade Community Reference Panel; Country Towns Water Supply and Sewerage Scheme Steering Committee; Namoi Councils Water Working Group (Sub Group of Namoi Councils); Tamworth Community Safety Precinct Committee; and Tamworth Effluent Reuse Farm Community Liaison Committee.	Ordinary Council 22 September 2015	Obsolete – Removed from register as part of annual review. Committee not required. Minute No. 262/15
5/10/2016	Annual Donations Programme General Managers Performance Review Panel Murrami Poultry Broiler Farm Development Community Committee Tamworth Regional Floodplain Management Committee Tamworth Regional Local Traffic Committee Tamworth Regional Rural Fire Service Liaison Committee	Ordinary Council Meeting 27/9/2016 – Minute No 270/16	Appointment of Councillors as representatives and delegates to Council Special Purpose Committees, Working Groups, External Boards and Organisations and the removal of the Minerals and Energy Working Group and the Tamworth Effluent Reuse Farm Community Liaison Committee. Inclusion of the following to the register: Heritage Working Group Tamworth Regional Arts and Cultural Advisory

Tamworth Sports Dome Committee	Committee
Audit and Risk Committee	Tamworth Aboriginal Community Consultative Committee
Disability Access Working Group	
Major Plant Selection Working Group	
Sports Working Group	
Tamworth City Centre Working Group	
Tamworth Regional Aviation Strategic Development Steering Group	
Tamworth Regional Crime Preventions Working Group	
Tamworth Regional Council Emergency Precinct Working Group	
Tamworth Regional Council Waste Management Working Group	
Arts North West	
Bush Fire Management Committee	
Central Northern Regional library	
Club Grants Committee	
Community Projects Working Group	
Country Mayors Association	
Evocities Steering Committee	
Tamworth Health Committee	
Minerals And Energy Working Group Namoi Councils	
Northern Inland Regional Waste Group	

	<p>Northern Region Joint Regional Planning Panel</p> <p>North West Regional Weed Committee</p> <p>NSW Inland Forum</p> <p>Tamworth and District Liquor Accord</p> <p>Tamworth Regional Conservatorium of Music</p> <p>Tamworth Regional Local Emergency Management Committee (LEMC)</p> <p>Tamworth Regional State Emergency Service Administrative Committee</p> <p>Heritage Working Group</p> <p>Tamworth Regional Arts and Cultural Advisory Committee</p> <p>Tamworth Aboriginal Community Consultative Committee</p>		
16/8/2017	Australian Pacific Aeronautical College		Committee replaced by Aviskills. Council not longer has representation on this board.
11/9/2018	<p>Joint Regional Planning Panel</p> <p>Aviskills Committee</p> <p>Tamworth City Centre Working Group</p> <p>Tamworth and District Liquor Accord</p>	<p>Ordinary Council Meeting</p> <p>11/9/2018 – Minute 184/18</p>	
8/10/2019	<p>Inland Forum</p> <p>Audit, Risk and Improvement Committee</p> <p>Aviskills</p>	<p>Ordinary Council Meeting</p> <p>8/10/2019 – Minute 351/19</p>	<p>Inland Forum replaced with Regional Cities</p> <p>Removed community representative names</p> <p>Removed meet schedule of three times a year</p>

	Disability Access Working Group			Terms of Reference amended
	Regional Arts New South Wales			External board added
	Northern Region Joint Regional Planning Panel			Committee name amended to Northern Region Planning Panel
22/9/2020	Tamworth University Strategic Working Group	Ordinary	Council	Meeting
	Growth and Prosperity	22/9/2020 – Minute		
	Tamworth Region Inclusive Culture Advisory Committee			Added to Register
	Tamworth Region Arts Advisory Committee			Replaced all reference to Business and Community
	Tamworth Regional Arts and Culture Advisory Committee			Added to Register
	Sister City Working Groups			Added to Register
	All Committees and Working Groups			Removed from Register
	Regional Arts NSW			Removed from Register
				Renumbered and moved to ensure alphabetical order within a section and in the correct section
				Added to Register