

TITLE

Central Highlands Regional Council Emerald saleyards Coordination Advisory Committee (the committee).

PURPOSE

The committee undertakes a valuable role of connecting Central Highlands Regional Council (council) with representatives from Emerald saleyards stakeholders providing strategic guidance and/or recommendations in relation to the Emerald saleyards.

OBJECTIVES

For committee members to meet and engage on matters related to livestock activities conducted at council's Emerald Saleyards, including:

- creating an avenue to engage and promote awareness, seek stakeholder insights, and provide a key conduit point to share information between the stakeholders and council.
- provide strategic direction recommendations regarding priority actions to improve the Emerald saleyards over the short, medium and long term.
- to advise on the compliance with all Work Health and Safety, animal welfare, environmental protection, Meat & Livestock Australia and other relevant legislative requirements and standards.
- to advise on the status and suitability of Emerald saleyard's infrastructure, including any maintenance or longer-term renewal or upgrade requirements.
- advocate to the community, the development and maintenance of the Emerald saleyards in keeping with industry standards and council's legal obligations.
- to advise on the promotion of the Emerald saleyards to the region with the primary aim of increasing livestock sale numbers and the ongoing financial viability of the facility.
- identify grant and external funding opportunities.
- act as a central point of communication between the council and the saleyards users.

PRINCIPLES AND PROTOCOLS

In order to deliver on strategic objectives and activities the committee members must work in a collaborative manner in raising concerns, agreeing on tasks and actioning tasks. Committee members recognise shared accountability and shared responsibility for success.

All committee members will ensure there is appropriate and suitable representation at committee meetings unless alternative arrangements such as apologies and reports have been submitted prior to the meetings.

Committee members shall share information by circulating any information prior to the meeting thereby allowing fellow committee members time to consider the information.

In undertaking these duties, committee members will have due regard to council's policies and procedures.

The responsibility for normal day to day operational matters for the Emerald saleyards will be handled through the normal management structure of council.

COMMITTEE MEMBERSHIP

Membership of the committee shall consist of:

Chairperson: Councillor, Central Highlands Regional Council
Members: Councillor, Central Highlands Regional Council
Councillor, Central Highlands Regional Council
General Manager Commercial and Corporate Services, Central Highlands Regional Council
Manager Saleyards, Central Highlands Regional Council
Representative – AgForce Qld
Representative – Emerald Livestock Selling Association
Representative – The Livestock and Rural Transporters of Queensland Inc
Representative – Processor / Livestock Buyer

QUORUM

The Quorum for the committee will be five members. If the Chairperson is unable to attend a meeting, another Councillor will assume the Chair.

CONFIDENTIALITY

Committee members are to respect the confidentiality of information and documents to which they have access in the course of or arising from their engagement with the committee.

Committee members must not, during their engagement with the committee, directly or indirectly use or disclose (or attempt to use or disclose) any Confidential Information for any unauthorised purpose, including any benefit to themselves or any other person.

Committee members must ensure secure custody of Confidential Information in their control or possession and use best endeavours to prevent the use or disclosure of Confidential Information by any person.

These restrictions do not apply to:

- information that is used or disclosed with council's prior consent;
- information that is required by law to be disclosed; or
- information that is in the public domain.

If committee members are uncertain about whether information is confidential information, they must immediately seek guidance from Council's General Manager Commercial and Corporate Services. Until an answer is received, information is to be treated as Confidential Information.

Confidential Information is any information identified or marked as confidential by Central Highlands Regional Council (including information provided prior to the date of endorsement of these terms of reference), For the purposes of this definition, includes (but is not limited to):

- trade secrets of council
- council's policies, systems and protocols
- information about the business and affairs of council such as pricing information, marketing or strategic plans, commercial and business plans, financial information and data, and operational information and methods
- information about clients or customers of council, such as their specific requirements, arrangements and past dealings with council
- confidentiality shall remain until such time as all of the Confidential Information has fallen into the public domain or until agreed otherwise in writing by council.

CONFLICT OF INTEREST

Where a committee member has a prescribed conflict of interest in a matter, the member must not participate in a decision relating to the matter and must inform the meeting of the interest, including prescribed particulars, as appropriate. The committee member must not participate in a decision relating to the matter.

If a committee member has a declarable conflict of interest, the committee member must stop participating and not further participate in the decision and must inform the committee of the declarable conflict of interest, including prescribed particulars. Unless the committee member voluntarily decides not to participate in the decision, eligible committee members must, by resolution, decide whether a committee member with a declarable conflict of interest may participate in the decision and may also impose conditions on the committee member's participation.

MEETING FREQUENCY

The frequency of these meetings shall be quarterly (four times per year), unless otherwise determined by the General Manager Commercial and Corporate Services, in consultation with the Chairperson.

AGENDA

Discussion at the committee meetings will be controlled through an agenda. Agenda items can be submitted for consideration by any committee member and should be submitted seven days before the meeting. The agenda will be circulated to all committee members five days prior to the meeting.

CONDUCT OF MEETINGS

The committee is established in accordance with section 264 1 (b) of the Local Government Regulation 2012 (the Regulation) as an advisory committee to council. The committee:

- acts as a source of independent advice to council on matters relating to strategic operations and key issues/opportunities of the Emerald saleyards.
- as the committee has no decision-making powers, recommendations in consensus will be considered for decision by council.

The committee in accordance with section 254G by resolution of council in adopting the committee terms of reference approve that the committee be exempted from taking minutes of its proceedings.

Pursuant to section 254G, the committee must give council a written report of the committee's deliberations and its advice or recommendations.

The committee may invite other parties to the meeting based on matters of interest in the pursuit of the committee objectives.

RECORDING OF MINUTES

Accurate and concise records of proceedings will be recorded at each committee meeting and all agreed actions should include the responsible person's name and an action by date.

The record of proceedings will be distributed to committee member prior to the next committee meeting where they will be accepted as a true and accurate record at that meeting. Record of proceedings will be reported to council for endorsement and then made available to the public through Council's website.

RESPONSIBILITIES OF COMMITTEE MEMBERS

The responsibilities of the committee members are:

- attend meetings in person or by telephone conference where appropriate
- prepare and present reports as requested by the Chairperson
- provide details of any prescribed or declared conflict of interest
- assist with development of strategies to improve the sustainability and improvement of the saleyards facility.
- actively promote discussion within the stakeholders represented and source feedback.
- adhere to council policies and procedures

ADMINISTRATIVE SUPPORT

Council will provide administrative support to the function of the committee through:

- preparation and distribution of agenda for committee meetings
- administrative arrangements for committee meetings
- maintenance of a rolling register of interests for committee members
- ensuring all committee records are maintained in council's record keeping systems
- ensuring information is accessible to all committee members
- taking and distributing records of proceedings in a timely manner
- ensuring relevant information is placed on council's website in a timely manner and kept up to date.

DISPUTE RESOLUTION

In the event of any dispute, all parties concerned should meet, discuss and resolve the matter as soon as possible. If the parties are unable to resolve the dispute, they must hold a meeting in the presence of a person nominated by council.

MODIFICATION OF TERMS OF REFERENCE

The Terms of Reference may be altered by including the proposed modification on the agenda for a committee meeting. For the modification to occur there needs to be an agreement between the committee members and approval to the change by council. The Terms of Reference will be reviewed bi-annually or a legislatively required.

ANNUAL EVALUATION OF COMMITTEE EFFECTIVENESS

The committee will, at the end of each financial year, undertake a review to evaluate its effectiveness. The review may take the form of a report tabled at a committee meeting providing the results of a self-assessment survey of committee members.

DOCUMENT CONTROL SECTION

Version	Purpose of Review	Date of Review
1	Adoption of Charter	09/11/2014
2	Annual review of Charter	11/07/2016
3	Correction of Details	20/09/2016
4	Annual review of Charter	11/09/2017
5	Committee Review	15/06/2020
6	Finalisation Committee Review June 2020	September 2020
7	Review of Charter	November 2023