

1 PURPOSE AND SCOPE

The Dalrymple Saleyards Master Plan Advisory Committee is to act as an advisory body to Council for the purpose of developing a master plan for the saleyards. The Committee will convene for a 6-month period, as required from 1 July 2021 with aim to assist in the development of a master plan recommendation to Council by the end of 2021.

2 ROLE

The role of The Dalrymple Saleyards Master Plan Advisory Committee is to:

- Provide input on the development of a master plan for the Dalrymple Saleyards by December 2021; and
- Provide regular reports and recommendations to Council on its activities (tabling of meeting minutes).

The Dalrymple Saleyards Master Plan Advisory Committee has no authority to:

- make changes to budget, program or policy;
- commit Council to any arrangement;
- consider any matter outside its specific reference; or
- direct Council Officers in the performance of their duties.

Advisory Committee Members:

The purpose of the Dalrymple Saleyards Master Plan Advisory Committee is to represent all stakeholders' requirements and experiences relating to the saleyards. Members will be required to:

- represent their relevant industry;
- reside, work or operate businesses in the Charters Towers Region;
- have an association with, and understanding of, the cattle industry of the Charters Towers Region;
- have familiarity with Council's saleyard related policies, and a knowledge of Council's saleyard operation;
- demonstrate capacity to consider the long term planning opportunities in a fair and equitable manner; and
- be able to work as part of a team.

The Dalrymple Saleyards Master Plan Advisory Committee will work in accordance with Council's policies and directives as set out below:

- Code of Conduct S0047
- Confidentiality Procedure D0057
- Work Health and Safety Management Plan
- Charters Towers Regional Council Corporate Plan 2018-2023

3 ROLES OF MEMBERS

Members' roles and responsibilities are as follows:

- Attending meetings;
- Providing timely advice to the Chairperson and Secretariat about non-attendance at meetings;
- Working collaboratively with other team members to accomplish desired outcomes; and
- The Chairperson or nominated proxy is the spokesperson for Council in all instances.

4 GENERAL

4.1 Membership

Membership of the Committee will be limited to key Council staff, elected members and nominated community members as follows:

Agency	Representative/s
Charters Towers Regional Council	Mayor (Chair) Deputy Mayor Portfolio Councillor (Saleyards) Chief Executive Officer Director Infrastructure Services Manager Council Facilities
Saleyards Contractor	1 x Representative
Combined Agents	1 x Representative
Livestock Transporters	1 x Representative
Exporters	1 x Representative
Producers Quadrant 1	1 x Representative
Producers Quadrant 2	1 x Representative
Producers Quadrant 3	1 x Representative
Producers Quadrant 4	1 x Representative

4.2 Chair

The Chair will be the Mayor or nominated proxy.

4.3 Secretariat

The Secretariat will be the Executive Assistant to the Director Infrastructure Services or nominated proxy.

4.4 Agendas and Minutes

The Secretariat will be responsible for the following:

- i. Distributing the agenda one week prior to meeting date;
- ii. Minuting meetings including capturing of key discussion points, recommendations and actions arising;
- iii. Preparing reports to Council as required on recommendations from the Advisory Committee.

4.5 Frequency of Meetings

Meetings will be held as required from June 2021 to December 2021.

4.6 Term of Committee

The Dalrymple Saleyards Advisory Committee will aim to have the process resolved by December 2021.

4.7 Quorum

A quorum will exist if at least five (5) representatives, including a minimum two (2) non-Council representatives, are in attendance and the Chairperson deems there is adequate representation. Recommendations to Council will not be made without a quorum.

Where the membership is unable to reach a majority decision on any particular item, the Chairperson may make a determination.

From time to time, the committee may consult with other agencies on specific issues and/or invite a representative to attend a Dalrymple Saleyards Advisory Committee Meeting. Other agencies may include but will not be limited to; State and Federal agencies and operational staff retained within Council.

4.8 Conflicts of interest

Commitment to Avoiding Conflicts of Interest:

Advisory Committee members must place the interests of Charters Towers Regional Council constituents above personal interest and must not use their position for personal gain.

Conflicts between private interests and public duties can occur, for example, when:

- a member, or a member's organisation, stands to be materially affected by a Dalrymple Saleyards Advisory Committee recommendation;
- a member's spouse, children, near relatives or close associates stand to be affected by a Dalrymple Saleyards Advisory Committee recommendation;
- a member is a director or officer of, or holds a significant stake in another organisation that is likely to be affected by a Dalrymple Saleyards Advisory Committee recommendation; and/or
- a member's spouse, children, near relatives or close associates are directors or significant stakeholders of another organisation that is likely to be affected by a Dalrymple Saleyards Advisory Committee recommendation.

Declaring and Managing Conflicts of Interest:

The Chairperson of the Dalrymple Saleyards Advisory Committee will ensure that an item "Declaration of Conflict of Interest" is included at the commencement of the agenda for each meeting and will invite members to consider whether they have a conflict of interest in relation to any item that is on the agenda. Members may also become aware of a conflict or potential conflict of interest during the course of a meeting.

Members will:

- openly declare matters of a private interest that may conflict or be perceived to conflict with the member's responsibilities;
- ensure that any issues of conflict are recorded in the Advisory Committee's records to enable transparency and review; and
- at the request of the Advisory Committee, leave the meeting while any discussion is underway about a question relating to a matter in which the member has a conflict of interest.

Recording the Management of Conflicts of Interest:

The minutes of any meeting at which a conflict of interest has been declared must record:

- that the disclosure was made;
- the nature of the matter and the nature of the disclosed interest;
- whether any vote was taken on a question relating to the matter and, if so, whether the member was present while the vote was taken; and
- whether the member left the meeting at any time during consideration of the matter and, if so, at what stage the member left.

5 COMMUNICATION

All communication for the attention of the committee should be addressed to:

