

1 PURPOSE AND SCOPE

The purpose of the Rural Industry Advisory Committee is to provide advice to Council for its determination on matters of importance to rural residents, including, but not limited to, the following issues within the Charters Towers Regional Council boundaries:

1. Compliance with regard to grids;
2. The impacts and control of restricted invasive plants;
3. The impacts and control of wild dogs;
4. Other matters identified by Council or by the Rural Industry Advisory Committee to be of concern to rural residents.

2 ROLE

The role of the Rural Industry Advisory Committee is to:

1. Consider the matters as referred to it by Council;
2. Provide advice to Council on such matters;
3. Undertake projects, programs and activities which raise awareness and education of the community in regard to Rural Industry concerns and as directed by Council;
4. Provide regular reports to Council on its activities;
5. Provide recommendations to Council on matters pertaining to Rural Industry concerns;
6. The Rural Industry Advisory Committee has no authority to make or change budgets, program or policy affecting the relevant areas.

The Rural Industry Advisory Committee will work in accordance with Council's policies and directives as set out hereunder:

- Code of Conduct S0047
- Confidentiality Procedure D0057
- Media and Social Media Policy [under development]
- Gate & Grid Policy S0049
- Pest Management Plan S0046
- Workplace Health and Safety Management Plan

3 ROLES OF MEMBERS

Members' roles and responsibilities are as follows:

1. Attending meetings;
2. Providing timely advice to the chairperson and secretariat about non-attendance at meetings;
3. Nominating a proxy and advising the chair of same;
4. Ensuring the nominated proxy is adequately prepared for meetings by providing all relevant documentation and comprehensive advice about current activities;
5. Working collaboratively with other team members to accomplish desired outcomes;
6. Working in accordance with Council's Code of Conduct;
7. The Mayor 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 landowners as set out hereunder:

Agency	Representative/s
Charters Towers Regional Council	Mayor Liz Schmidt Deputy Mayor Sonia Bennetto <i>Portfolio Councillors</i> <i>Council staff as determined by the CEO</i>
Landowners Quadrant 1	Up to and including four (4) landowners as determined
Landowners Quadrant 2	Up to and including four (4) landowners as determined
Landowners Quadrant 3	Up to and including four (4) landowners as determined
Landowners Quadrant 4	Up to and including four (4) landowners as determined

4.2 Chair

The Chair will be the Mayor.

4.3 Secretariat

The Secretariat will be provided by the Office of the Chief Executive Officer, EA to the Mayor.

4.4 Agendas and Minutes

The Secretariat will be responsible for the following:

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

4.5 Frequency of Meetings

Meetings will be held at quarterly intervals and the time of the meeting will be from 9.00 a.m. to 12 noon. The location of the meeting will be held at the Gold and Beef Rooms, Administration Centre, 12 Mosman Street, Charters Towers.

4.6 Proxies to Meetings

Members unable to attend a particular meeting may appoint a proxy.

Members are responsible for notifying the Chairperson and the Secretariat of the proxy appointed.

The Secretariat will distribute the relevant documentation to the appointed proxy.

Members are responsible for briefing their proxy adequately on matters under consideration by the Committee.

4.7 Quorum

A quorum will exist if at least seven (7) representatives, including a minimum four (4) non-Council representatives, are in attendance and the chair 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 application, 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 Rural Industry 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 and clientele above personal interest and must not use their position for personal gain.

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

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

Declaring and Managing Conflicts of Interest:

The Chairperson of the Rural Industry Advisory Committee and any sub-committees 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 also may become aware of 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;
- 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 members 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 REVIEW

The operation of the committee, the overall effectiveness of the committee and this Terms of Reference will be reviewed bi-annually to ensure efficiency is maintained.

This review may be carried out by external auditors appointed by Council as part of Council's legislative obligation towards operational auditing.

The review will include, but is not limited to:

- Effectiveness of the committee
- A review of the committee membership
- Effectiveness of the Terms of Reference

6 COMMUNICATION

Key Responsibilities of Members

To liaise and communicate with other rural residents in their nominated quadrant ensuring that any issue raised is added to the agenda as general business, discussed as per the rural residents' concerns and that any decisions are communicated to the person raising such issue and other persons as required.

All communication should be addressed to:

The Chief Executive Officer
Charters Towers Regional Council
PO Box 189
Charters Towers, Queensland, 4820
Telephone: 4761 5300
Facsimile: 4761 5344
Email: mail@charterstowers.qld.gov.au

7 REFERENCE TO LEGISLATION AND POLICY:

Local Government Act 2009
Local Government Regulation 2012
Biosecurity Act 2014
Work Health and Safety Act 2011
Code of Conduct S0047
Confidentiality Procedure D0057
Media and Social Media Policy [under development]
Gate & Grid Policy S0049
Charters Towers Regional Council Pest Management Plan S0046