

## Maranoa Regional Council Roma Saleyards Stakeholder Committee Terms of Reference

### ***Title of Committee***

Maranoa Regional Council Roma Saleyards Stakeholder Committee

### ***Purpose of Committee***

The Roma Saleyards Stakeholder Committee shall be responsible for facilitating communication between Council, business groups and community members. The committee will have the ability to provide input into the operations of the facility with a focus on the long-term vision and strategic planning for the Roma Saleyards.

### ***Objectives***

- Facilitate communication between Council, business groups and community members.
- Provide a forum for open discussion to problem solve and provide recommendations for the development of the Roma Saleyards.
- To have respect for roles, views and the due process of the meeting to discuss the future of the Roma Saleyards.
- To become involved in the process of reviewing the Roma Saleyards Master Plan.
- Contribute to communication and implementation of the final development plans for the Roma Saleyards, once formally endorsed by Council.

### ***Stakeholder Committee Structure and Format***

This Committee is an internal body of Maranoa Regional Council. Accordingly only Maranoa Regional Council personnel shall be the Facilitators with assistance from members upon request. The Committee can not formally endorse plan amendments on Council's behalf, but can provide recommendations to Saleyards management for further consideration.

The Roma Saleyards Advisory Committee will consist of approximately 15 members. Representation will comprise of the following groups:

- Maranoa Regional Council – General Manager Saleyards (Chair)
- Maranoa Regional Council – Manager Saleyards Operations
- Maranoa Regional Council – Lead Administration Officer
- President (or delegate) of the Agents Association
- Three (3) Vendor representatives
- Two (2) Buyer representatives
- One (1) Local Transport Operator representative
- One (1) representative from Queensland Police Service
- One (1) representative from Livestock and Rural Transporters Association of Queensland
- One (1) representative from the Department of Main Roads
- One (1) representative from the Department of Primary Industries
- One (1) representative from Council current contractor (Outcross)
- Councillor representatives – Observers

### ***Frequency of Meetings***

The Committee will meet on a Quarterly basis at an agreed time, with this to be reviewed from time to time by the members, dependant on the requirements of the Committee.

### ***Quorum***

The minimum quorum shall be 4 members. The quorum will exclude any guests that attend.

### ***Order of Meetings***

Discussion at the Stakeholder Committee meetings will be controlled through an agenda. Any individual wishing a specific item to be included in the agenda should advise the Scribe or Manager Saleyards Operations.

### ***Decision Making***

The Stakeholder Committee will, whenever possible, reach any decision by consensus. Where this is not possible the Chair shall call for a vote. Vote outcome and reasons for any dissent shall be recorded in the minutes.

### ***Recording of Minutes***

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

The minutes will be distributed to each Advisory Committee member prior to the next meeting where they will be accepted as a true and accurate record at the meeting.

Once the minutes have been accepted and signed by the chairperson they are to be placed on record..

### ***Responsibilities of Chairperson***

- Approve meeting time and venue
- Direct and guide discussion at meetings
- Ensure all agenda items are discussed
- Review and sign minutes
- Ensure all members have an opportunity to contribute

### ***Administrative Support***

- Prepares and distributes agenda for meetings
- Makes administrative arrangements for meetings
- Maintains Advisory Committee records
- Ensures information is accessible to all members

### ***Advisory Committee Members***

- Confirm their own attendance or apologies for each meeting no later than one week prior to the meeting date
- Attend meetings
- Provide any items to be added to the agenda one week prior to the meeting date
- Prepare and present reports as requested by the Chairperson
- Undertake designated actions in a timely manner
- Actively promote discussion within the community and source feedback

### ***Annual Evaluation of Advisory Committee Effectiveness***

The Advisory Committee will annually undertake a review to evaluate its effectiveness, and determine if:

- Objectives are being met or need to be amended
- Advisory Committee's effectiveness is improving or deteriorating
- Members regularly attending meetings
- The Terms of Reference requires review

### ***Modification of Terms of Reference***

The Terms of Reference may be altered by including the proposed modification on the agenda for a meeting. In order for the modification to occur there needs to be an agreement between Committee members and elected Council members. The Terms of Reference will be reviewed annually.

***Definitions***

Quorum - the minimum number of members of a committee necessary to conduct the business of that Committee.

Dissent - sentiment or philosophy of non-agreement or opposition to a prevailing idea.

DRAFT