

**COONAMBLE REGIONAL LIVESTOCK MARKET
(SALEYARDS) ADVISORY COMMITTEE**

CHARTER

1. NAME

Coonamble Shire Regional Livestock Market Advisory Committee.

2. STATUS

The Coonamble Regional Livestock Market Facility Advisory Committee shall be established under section 355 of the *Local Government Act 1993*:

355 How a council may exercise functions: -

A function of a council may, subject to this Chapter, be exercised--

(a) by the council by means of the councillors or employees, by its agents or contractors, by financial provision, by the provision of goods, equipment, services, amenities or facilities or by any other means, or

(b) by a committee of the council, or

(c) partly or jointly by the council and another person or persons, or

(d) jointly by the council and another council or councils (including by means of a joint organisation or a Voluntary Regional Organisation of Councils of which the councils concerned are members), or

(e) by a delegate of the council (which may, for example, be a joint organisation or a Voluntary Regional Organisation of Councils of which the council is a member).

3. ESTABLISHMENT

The Committee was established by resolution of Council on Wednesday 8 February 2023.

4. FUNCTION

The function of the Committee is to consider and advise Council on all aspects of the operation of the Coonamble Regional Livestock Market Facility (CRLMF) as detailed under the terms of reference of the Committee (Clause 5) with a view that the service provided to both buyers and sellers is maintained at the highest possible standards reflecting best practice, contemporary technology and representing value for money.

5. TERMS OF REFERENCE:

- The terms of reference of Committee, is to provide a conduit between Council, the Associated Agents and the Farmer / Graziers and advise Council on the operations of the CRLMF by:
 - Bi-annual reviews of the condition of the facility
 - Annual reviews of the Long-Term Plans having regard for the Council's Long Term Financial Plan and Reserve Funds
 - Annual, pre-budget reviews of capital works program including consideration of industry trends
 - Annual pre-budget reviews of the major maintenance program
 - Review of fees and charges to provide sustainability and comparative rates to other saleyards.

6. MEMBERSHIP

The membership of the Committee shall comprise of two (2) Councillors, four (4) affiliated agents and two (2) farmer / graziers, as follows:

Coonamble Shire Council:

The membership of the Committee shall be two (2) Councillors.

Coonamble Livestock Agents Association:

One (1) Representative of each of the affiliated agents, currently

- Halcroft and Bennett Pty Ltd
- AJF Brien & Sons
- Elders Pty Ltd
- Nutrien AG Solutions

Coonamble Farmers Representative

Two (2) farmer/graziers from the rural sector from within the Local Government Area (LGA) that sell at the facility will have the opportunity to apply to be a member of the Advisory Committee following a call for expressions of interest.

Staff of Coonamble Shire: (Advisory and Service Capacity Only)

The Meeting will be attended by the following:

- General Manager
- Director Corporate Services
- Director Community Planning & Development
- Manager Economic Development & Growth
- Other Staff as required from time to time

APPOINTMENT MEMBERS

1. Council members of the Committee shall be appointed at the meeting of Council convened annually in September to appoint members of Council Committees and to appoint Delegates to outside organisations.
2. Delegates from the Agents will be appointed in September each year
3. Delegates from the Rural Sector of the Coonamble LGA will be appointed in September each year.

Note: Each organisation is able to appoint an alternative delegate.
Each Organisation is able to have alternative representatives as able to attend as observers.

7. TERM OF THE COMMITTEE

The Committee shall serve for a twelve (12) month period from the date of appointment or until the next election referred to in clause 7.

The Coonamble Livestock Regional Market Advisory Committee may be dissolved at any time by a resolution of Council.

8. ROLE OF THE MAYOR

The Mayor will be a delegate and the Chair of the Committee should he or she wish.

9. THE CHAIRMAN AND DEPUTY CHAIRPERSON

Should the Mayor not wish to Chair the Committee the Committee members will elect a chairperson from within their membership.

The Chairman shall be elected at the first meeting of the Committee each year following the election of committee in accordance with clause 7 above.

The Committee may if they wish elect a Deputy Chairperson.

10. CODE OF MEETING PRACTICE

The Provisions of Councils adopted Code of Meeting Practice shall apply to the conduct of meetings of the Committee.

11. POWERS

- (a) The Committee shall not have the power to incur expenditure, unless specifically delegated authority to do so under the provisions of Section 377 of the *Local Government Act 1993*.

- (b) The Committee shall not have the power to bind the Council unless being given specific delegation authority to do so by resolution of Council.

12. DELEGATIONS

Nil

13. PUBLIC ATTENDANCE AT MEETINGS

Meetings of the Committee are not open to the public; however, non-committee members may be invited for a particular matter.

14. TIMETABLE OF MEETINGS

Meetings will be held at least on bi-monthly basis and will be convened by the Director in consultation with the General Manager and Chairman of the Committee.

The General Manager must send to each member at least 7 days prior to each meeting of the Committee a notice specifying:

- (a) The time and place at which the meeting is to be held
- (b) The business purpose to be transacted at the meeting
- (c) In the case of a meeting called in an emergency less than the seven (7) days' notice may be given.

15. PROVISION OF ADMINISTRATIVE SERVICES

The Executive Assistant to the General Manager and Mayor will provide the Administrative Support to the Committee including the preparation and circulation of the agendas and the taking of minutes.

16. RECOMMENDATIONS

- (a) The minutes, and recommendations of the meeting shall be submitted to the next available meeting of Council for consideration.

17. MINUTES OF THE MEETINGS

The Executive Officer to the Mayor and General Manager must ensure that full and accurate minutes of meetings are kept.

In particular, the Committee must ensure the minutes include details of each motion moved and any amendments moved to it, the names of the mover and seconder or the motion or amendment, and whether the motion or amendment is passed or lost.

18. CODE OF CONDUCT

The Code of Conduct of Coonamble Shire Council shall apply.

19. QUORUM

A quorum shall be at least five (5) of members being a majority of the appointed membership

20. VENUE

Unless otherwise specified in the meeting notice the venue for all meetings of the committee shall be held at the Coonamble Regional Livestock Market Canteen / Office, Railway Street Coonamble.

21. RESPONSIBLE DIRECTOR

The Director Community Planning & Development of Coonamble Shire is responsible for the coordination and operation of the Coonamble Regional Livestock Market Advisory Committee.

Title: Coonamble Regional Livestock Market (Saleyards) Advisory Committee Charter		
Department: Economic Development & Growth		
Version	Date	Author
1	2023	R Earl
Paul Gallagher General Manager		Date: 9 February 2023