



SCONE & REGIONAL SALEYARDS COMMITTEE CHARTER

AIM

To monitor the operation of the Scone & Regional Saleyards and make recommendations to Council on all issues relating to the provision of Saleyards facilities within the Upper Hunter Shire.

FUNCTIONS

This Committee is established to make recommendations to Council on the following functions:

- (a) Delegated authority to:
 - 1. Develop policies and procedures for the operation and maintenance of the Scone Saleyards.
 - 2. Monitor the operations of the Scone Saleyards and ensure compliance with all statutory requirements including the licensing conditions as set out by relevant regulatory authorities.
 - 3. Formulate and maintain rules and regulations for the operation of the Scone Saleyards.
- (b) Empowered to make recommendations to Council on matters relating to:
 - 1. Development of policies and procedures for the operation and maintenance of the Scone Saleyards.
 - 2. The operations of the Scone Saleyards to ensure compliance with all statutory and licensing requirements of the relevant regulatory authorities.
 - 3. The formulation and maintenance of rules and regulations for the operation of the Scone Saleyards.
 - 4. The development of Saleyards facilities within the Upper Hunter Shire.
 - 5. The annual budget for the facility.
 - 6. The performance objective of the manager(s) responsible for the operation of the facility.
 - 7. Any matter relating to marketing of livestock within the Upper Hunter Shire.

MEMBERSHIP OF THE COMMITTEE

The Committee shall comprise the following members who shall hold office until the expiration of three (3) months after each General Election of the Council.

- (a) Three (3) Councillors appointed by Upper Hunter Shire Council.
- (b) Two (2) persons appointed by Upper Hunter Shire Council and selected from a minimum of three (3) names nominated from the various producer organizations or individuals representing the cattle and/or sheep producers of the Shire.
- (c) Two (2) members appointed by Upper Hunter Shire Council and selected from a minimum of three (3) persons nominated by the Scone Associated Agents and representing the Scone Associated Agents.

Members appointed in accordance with this clause shall be the only persons permitted to vote at any meeting of the Committee.

An alternate member may only attend and vote at meetings in the absence of the official delegate.

OFFICERS OF THE COMMITTEE

At the first meeting of the Committee (to be held as soon as possible after each General Election of the Council) the following office bearers shall be elected, to hold office for a period of four (4) years:

- (a) Chairman. To be one of the Councillors elected to the Committee.
- (b) Deputy Chairman. To be one of the Councillors elected to the Committee.

All ballots for the positions shall be conducted in accordance with the provision of Schedule 3 of the Local Government (Elections) Regulation.

MEETINGS

- (a) Ordinary meetings of the Committee shall be held at such times and places as the Committee or Chairman may determine. Extraordinary Meetings may be called with the authority and at the discretion of the Chairman, or in his absence, the Deputy Chairman. However, at the written request of at least four (4) members, the Chairman shall proceed to call an Extraordinary Meeting within fourteen (14) days from the receipt of such request. Any such request to the Chairman shall detail the reasons for desiring an Extraordinary Meeting.
- (b) Where practicable, notice of Ordinary or Extraordinary Meetings shall be given in writing to all members at least four (4) days prior to the date of the meeting.
- (c) "Notices of Motion" and "Rescission Motions" shall be dealt with as provided in Council's Code of Meeting Practice.
- (d) The Chairman, or in his absence, the Deputy Chairman shall preside at all meetings of the Committee, and shall in the event of an equality of votes, have a casting vote. In the absence of both the Chairman and the Deputy Chairman, those present at the meeting may elect a Chairman.
- (e) A majority of members shall constitute a quorum.
- (f) The Committee shall cause accurate minutes to be kept of all meetings, and shall forward a copy of such minutes to the Council within fourteen (14) days of a meeting.
- (g) Subject to any special provisions contained herein, the procedure and conduct of Committee business shall be in accordance with the provisions of Council's Code of Meeting Practice.