

# S355 Saleyards / Transit Yard Facilities

Advisory Committee | Charter

## Record of versions

| Version | Date Published | Reason for Amendments | Resolution | Author or Document Owner   |
|---------|----------------|-----------------------|------------|----------------------------|
| 1       | 01/08/2024     | Amended Charter       | 213/24     | Manager Community Services |
|         |                |                       |            |                            |
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## 1 Purpose of this Charter

The Committee Charter sets out the membership, responsibilities, authority and operations of the Saleyards / Transit Yard Facilities Advisory Committee (the committee). This charter should be read in conjunction with other Council procedures for managing committees.

## 2 Purpose of the Committee

The purpose of the Committee will assist Council to facilitate the provision of advice and governance to ensure that Council is attuned to the needs and preferences of the community and has input such as local knowledge as well as religious, cultural and heritage perspectives.

With reference to Saleyards and Transit Facilities the Committee shall:

- Develop policies and procedures for the operation and maintenance of the Cooma Saleyards and Bombala Transit Facilities
- Monitor the operations of the Cooma Saleyards and Bombala Transit Facilities and ensure compliance with all statutory requirements including the licencing conditions
- Formulate and maintain rules and regulations for the operations of the Cooma Saleyards and Bombala Transit Facilities
- Develop a strategy for future operations at the Cooma Saleyards and Bombala Transit Facilities

## 3 Power of the Committee

The Committee exercises functions of Council as a Committee under Section 355 of the *Local Government Act 1993*.

The power of the Committee is limited to the exercise of advisory power. It does not have power to make decisions that will bind the Council or to commit the expenditure of the financial resources of Council or any other Organisation without express authorisation.

The Committee shall exercise its power by considering any matter relating to its purposes in a formal meeting and by making formal recommendations to Council as it deems appropriate.

Day to day operations and expenditure are managed through the delivery and operational plans adopted by Council. The committee may provide input into proposed management plans and grant funding opportunities for council's consideration.

## 4 Structure and Composition of the Committee

The Committee shall consist of a minimum of five (5) members and a maximum seven (7). Equal representation is to be given to community groups / identified organisations for voting purposes, as such the Committee shall be made up of:

- Two elected representatives of Council – One of which will be the Chair
- Council staff (Chief Operating Officer, Manager Community Services and/or Coordinator Community Facilities)
- One member from the Cooma Associated Agents
- One member from the Bombala region Agents
- One member from the Local Land Services
- Two members from the local Transport Industry
- One member representing the local Farming/Landowner Industry

The following staff Manager Community Services and Coordinator Community Facilities attend meetings / Council staff who are identified to provide advice and direction to the committee do so as an extension of their role. This means that they cannot be included as voting members of the committee or fulfil administrative support or chairing duties.

Staff appointed to the committee do so on the recommendation of the relevant service manager, and subject to approval by the relevant Chief Officer.

## 5 Appointment of the Committee

To hold office and provide advice to Council, committee members are appointed by resolution of the Council before being able to vote or take part in meetings of the committee.

Appointment for those community groups / identified user groups will be by adoption of this charter. Members representing an interest group (as listed above) are appointed by delegation through their membership.

The term of the committee shall be for the Council term. Throughout the term, the composition and function of the committee may be reviewed and a recommendation made to Council as required.

### 5.1 Attendance

Committee members are expected to attend all committee meetings. In the event a member is unable to attend a meeting the secretary must be notified of their apology.

Where a member fails to attend three consecutive meetings without submitting an apology, or advising of an extended absence (leave of absence) they will forfeit their membership on the committee. The Committee are to notify council of a forfeited membership.

Members may attend meetings via audio-visual means. Notice should be given to the secretary a minimum of three working days prior to the meeting.

## 5.2 Vacancies

Vacancies of community members may be filled by resolution of the Council and the term of any substitute member appointed shall be the same term as that of the member whose position has been vacated or forfeited.

## 6 Principal Office Bearers

At its inaugural meeting the committee will elect, from its membership, its principal office bearers.

Staff members attend meetings in an advisory role only, and cannot be appointed to an office bearer's position.

### 6.1 Chairperson

The committee shall be chaired by the appointed Councillor or their alternate.

If no Councillor is available, one of the attendees will be chosen as Acting Chair for that meeting.

The role of the chairperson is to preside over the meetings, and assist committee members by providing direction, forward planning, and co-ordinate with the committee secretary.

### 6.2 Secretary

The Committee shall provide Secretariat support for all meetings. The Secretary shall:

- Keep a record (minutes) of all proceedings of the committee
- Maintain and file all committee records
- Prepare all agendas, minutes and any reports.
- Make all records available to members upon request
- Provide members with notice of meetings
- Book facilities for meetings
- Conduct general correspondence of the committee (committee emails are a council record and should be filed appropriately)
- Ensure the confirmed meeting minutes are forwarded to council within a timely manner.

## 7 Meetings

Meetings will be held four times each year and at other times at the discretion of the chairperson or the recommendations of the committee.

The committee will determine the meeting dates and times at its inaugural meeting and forward to council for information. Meetings are to be held alternatively at Cooma and Bombala.

Committee meetings are not to be held on private property.

## 8 Quorum

A meeting must have a quorum of five (5) members, and is to consist of a Councillor.

Non-members with an interest or expertise in a relevant area may attend the committee meeting by invitation of the committee. Non-members may participate in discussion but not vote on committee business.

## 9 Review and Assessment of the Committee

Where required, council staff will prepare a brief annual report for Council summarising the performance and achievements of the committee.

This Charter will be reviewed once during the term of the committee, or at the request of the committee or council.