



COMMITTEE CHARTER

Scone & Upper Hunter Regional Saleyards Committee

Date adopted by Council	24 February 2025
Minute number	25/018
Endorsed by	Senior Management Group – 18 December 2024
CM Ref	CD-99/24
Due for review	At the expiry of the term of the current Council
Responsible officer	General Manager
Department/Section	Business Services
Category	Governance



Purpose and Objectives

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. This includes:

- To develop policies and procedures for the operation and maintenance of the Saleyards.
- To monitor the operations of the Saleyards to ensure compliance with all statutory requirements including the licensing conditions as set out by relevant regulatory authorities.
- To formulate and maintain rules and regulations for the operation of the Saleyards.
- To provide advice to Council on the operations of the Saleyards and to make recommendations to Council on potential improvements regarding the operation of the facility.
- To make recommendations to Council on proposed Capital Investment for the Saleyards.
- To consider the requirements of all users of the Saleyards facilities, including buyers, vendors, agents, suppliers and staff.
- To provide strategic advice to Council on matters affecting the operations of the Saleyards. The Committee has no authority to direct operational activities, Council Staff or customers at the Saleyards.
- To actively promote the Scone & Upper Hunter Regional Saleyards within the Region.
- Council delegate authority to the Committee to make decisions on the sale process at the Saleyards.

Membership

The membership of the committee is to be as follows:

- Three (3) Councillors, one being the chairperson
- Two (2) voting representatives from the following:
 - Producer organisations or individuals representing the cattle producers of the Shire
 - Scone Associated Agents
 - Livestock Transport Carriers
- One (1) voting representative from the following:
 - Upper Hunter Local Land Services

Councillors may appoint additional members to the committee by resolution at a Council meeting.

Where the Mayor isn't elected to a committee they may attend and vote only in the absence of a voting committee member.

The General Manager or their nominee(s) will be non-voting advisors to this committee.



Chairperson

The Committee chairperson is to be a councillor elected by the committee.

Quorum

A quorum shall consist of a majority of members, including at least one Councillor.

Roles and Responsibilities

Agenda items and reports for the Committee will be forwarded to the Senior Administration Officer – Business Services two weeks before the scheduled meeting.

The Agenda will be distributed to Committee members three (3) business days before the scheduled meeting after confirmation by the Chair of the Committee.

Committee members shall make every effort to attend Committee meetings. Where a member is absent for three consecutive meetings without registering an apology their position will be declared vacant.

No member of the Committee is able to make media or public comment on behalf of the Council at any time.

Meetings

The committee meets quarterly (February, May, August and November) on a day and time to be determined by the committee.

The committee will attempt to reach consensus of decisions. In situations where it appears that a consensus cannot be reached upon a recommendation, it will be necessary for the chairperson to call a vote on the proposed recommendation. The vote shall be by a show of hands. In cases of a tied vote, the chairperson will have a casting vote. Any dissent may be recorded at the request of the dissenter(s).

Meetings will be conducted in accordance with the principles of the Code of Meeting Practice and Code of Conduct.

Committee meetings shall be recorded with copies of agenda and minutes sent to Council via the Corporate Services Committee for its approval. Recommendations from the committee shall be effective only after adoption by Council.

Venue

Meetings will be held in the Scone Administration Building of the Upper Hunter Shire Council.



Version History

Version No.	Date	CM Ref	Reason for Review
1	24/02/2025	CD-99/24	New term of Council