

Council

**ADVISORY COMMITTEES – APPOINTMENT OF
MEMBERS**

4.Terms of Reference 2025 Saleyards Advisory
Committee

Meeting Date: 21 October 2025

Number of Pages: 3

SALEYARDS ADVISORY COMMITTEE

Purpose

The Mount Barker Regional Saleyards is a Shire owned commercial facility where cattle are sold by auction. The Shire of Plantagenet owns the buildings, yards and infrastructure and is licensed by the State to operate a saleyard on the site. The Shire employs a saleyards manager, and other staff, to ensure the saleyards can operate weekly as a commercial saleyard. Stock sold at the saleyards are sold by stock agents who pay the Shire a fee for use of the saleyards infrastructure.

Objective

The objective of the Saleyards Advisory Committee is to provide guidance on the strategic direction of the saleyards and future planning.

The duties of the committee shall be to:

1. Make recommendations to the Council regarding the strategic direction of the Saleyards.
2. Make recommendations to the Council regarding the Environmental Action Plan for the Saleyards.
3. Bring to the attention of the Chief Executive Officer, industry matters regarding the cattle industry that may not be readily available to persons external to that industry.
4. Make recommendations to the Council regarding development works on the site.

Membership

Committee membership will comprise of:

- four Elected Members (1 to be nominated as Chair)
- one Deputy Elected Member

Presiding person and deputy

The Chair will be the Elected Member nominated by Council. The Committee members may appoint a deputy chair should the chair not be able to perform the function.

Meetings

The Committee will meet quarterly or as required.

Additional meetings shall be convened at the discretion of the Chair.

Quorum

50% of Committee members (3).

Record keeping

Meeting minutes/records of the Committee shall be kept and distributed to the membership. A copy of the minutes/records will be distributed to all within 10 days of the meeting being held.

Information dissemination

Notice of meetings and meeting agendas will be provided with a minimum of 72 hours' notice. Any financial report will be distributed as part of the agenda.

Term and termination

Appointment of Elected Members is by Council following a Council Election. Elected Members once appointed as members of the committee remain members until the following Council Election.

Council may, through a Council resolution, terminate the Committee.

Administrative support

The Shire of Plantagenet shall provide administrative support to the Committee.

Document Control			
Document Responsibilities			
Owner	Chief Executive Officer	Division	Office of the CEO
Reviewer	Executive Officer Governance	Approval	Council
Document Compliance			
Legislation			
Other			
Document Management			
Version #	Effective Date	Sections Modified (if applicable)	