

MATARANKA STATION ADVISORY COMMITTEE

TERMS OF REFERENCE

1. TITLE OF COMMITTEE/GROUP/BOARD

Mataranka Station Advisory Committee (MSAC)

2. ESTABLISHMENT

The Mataranka Station Advisory Committee is established under Part 3 Section 19 (1) of the *Charles Darwin University Act (the Act)*.

3. FUNCTIONS AND RESPONSIBILITIES

Charles Darwin University wishes to implement a continuous improvement approach to the development of Mataranka Station. As part of this approach, the MSAC is established to report to the Vice Chancellor and advise the NT Manager, Primary Industry and Community Services, and the Station Manager on practices and management strategies to ensure that the station operates to a minimum standard of industry best practice. This will involve both business development and quality of training aspects.

The MSAC will:

- 1 Advise on the development of annual business plans, strategic and operational plans.
- 2 Advise on the development of annual training plans where training is conducted at the Station (including student residence considerations).
- 3 Monitor progress against plans.
- 4 Monitor animal care against industry benchmarks and improvements.
- 5 Advise the Station Manager on continuous improvement processes for the Station.

4. COMPOSITION

- Chair – Appointed by the Vice-Chancellor
- CDU Pro Vice-Chancellor VET
- Representative – CDU Animal Ethics Committee
- Representatives Beef Cattle Industry
- Representative NT Government

Additional members of the committee may be coopted at the Chair's discretion.

Observing members

- Mataranka Station Manager
- NT Manager CDU Primary Industries and Community Services
- Team Leader – CDU Agriculture and Rural Operations
- Representative – CDU Executive Director Finance and Asset Services

5. CHAIR

The Chair of the Mataranka Station Advisory Committee will be appointed by the Vice-Chancellor.

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6. SECRETARY

The Secretariat for the Mataranka Station Advisory Committee will be provided by CDU.

7. TERM OF OFFICE

Membership of the Mataranka Station Advisory Committee will be for a three year term, Members who terminate their membership prior to completion of the three year term will be replaced by an appropriate representative for a period to be determined by the Vice Chancellor.

8. QUORUM

A quorum shall comprise 4 members of the Mataranka Station Advisory Committee.

9. MEETINGS

The Mataranka Station Advisory Committee shall meet as necessary, but at least twice a year, with at least one of those meetings to include a site inspection of Mataranka Station.

10. RESOLUTIONS OF THE MATARANKA STATION ADVISORY COMMITTEE

Matters requiring a resolution by the Committee are to be determined by consensus of the members present.

11. AGENDA

The agenda is to be distributed with supporting documentation at least seven (7) days prior to the meeting date.

12. REPORTING

The MSAC will report to the Vice Chancellor through the Chair as soon as possible following each meeting. The report will consist of the record of the meeting and include comment on performance against operational plans and animal care benchmarks. It will also note emerging issues that may impact on the reputation and progress of the University in relation to the development of Mataranka station.

13 INTERPRETATION

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Document History and Version Control

Version	Date Approved	Approved by	Brief Description
1.00	05 Aug 2010	Vice-Chancellor	Creation of original document and posting to CDU website.