

ROCKHAMPTON REGIONAL COUNCIL

December 2025



Terms of Reference

Rockhampton Agricultural Show Society Advisory Committee

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Rockhampton Agricultural Show Society Advisory Committee

1. Purpose

- 1.1. The Rockhampton Agricultural Show Advisory Committee (“the Committee”) is established to provide strategic guidance, expert advice, and community insights to support Rockhampton Regional Council (“Council”) with planning and delivery of the Rockhampton Agricultural Show (“the Show”). The Committee ensures the Show reflects local agricultural strengths, a community focus, and regional development goals as outlined in Council’s Corporate Plan.

2. The Committee’s Objectives

- 2.1. The Committee’s main objectives are:
 - (a) to advise Council, through the Council unit assigned responsibility for Council event delivery (“the Event Delivery Unit”), on matters related to agricultural programming, community engagement, and regional representation for the Show;
 - (b) to support the integration of local industry, education, and cultural elements into the Show;
 - (c) to identify and suggest opportunities for innovation, sustainability, and community engagement in planning, programming and activities for the Show; and
 - (d) to foster partnerships between Council and other stakeholders for the Show, including local producers, schools, community groups, and local businesses.

3. Membership Skills

- 3.1. Skills recommended for a position on the Committee include:
 - (a) strong support for the Rockhampton Region and the Show;
 - (b) strong appreciation of the role of agricultural shows and other community events for community enjoyment, education and wellbeing;
 - (c) capacity to think and act strategically and collaborate in team decisions and planning;
 - (d) commitment and availability to attend regular Committee meetings as scheduled; and
 - (e) achievement, experience, expertise or qualification in fields that demonstrate the ability to:
 - (i) to support the planning and delivery of the Show; or
 - (ii) engage and network with stakeholders within industries or fields relevant to the planning and delivery of the Show.

4. Committee Membership

- 4.1. The Committee consists of a total of 10 members at all times, consisting of 3 Identified Members and 7 Council Endorsed General Advisory Members (“General Advisory Members”).

5. Committee Member Roles and Responsibilities

- 5.1. General Advisory Members
 - (a) Seven roles filled by Rockhampton region community members.
 - (b) Where possible, General Advisory Members represent a combination of segments of the community relevant to the planning and delivery of the Show, including, but not limited to:
 - (i) Local agricultural industry.
 - (ii) Education sector.
 - (iii) Members of cultural communities present in the region, including, but not limited to Aboriginal and Torres Strait Islander peoples.
 - (iv) Business and tourism sector; and
 - (v) Youth and volunteer representatives.
 - (c) General Advisory Members will be responsible for:
 - (i) providing expert and community-based advice;
 - (ii) participating in discussions and working groups;
 - (iii) representing stakeholder interests and regional priorities; and
 - (iv) assisting with volunteer and stakeholder engagement.

5.2. Identified Members

- (a) Three roles consisting of:
 - (i) Chairperson role filled by a Councillor
 - (ii) Ex-Officio Member role filled by a Councillor.
 - (iii) Ex-Officio Member role filled by member of the Event Delivery Unit
- (b) Identified Members have all the responsibilities of the General Advisory Members, with the addition of:
 - (i) Chairing Committee meetings;
 - (ii) Recording Committee meeting minutes; and
 - (iii) Delivering Committee recommendations and reporting to Council's Event Delivery Unit.

6. Identified Member Appointment and Term of Office

6.1. Identified Members Appointment

Identified Members are appointed by Council

6.2. Identified Member Term of Office

No set Term of Office for Identified Member roles.

7. General Advisory Member Appointment and Term of Office

7.1. General Advisory Member Appointment

- (a) Application
Application to be appointed as a General Advisory Member shall be made by individuals via Council's standard Expression of Interest process
- (b) Assessment
Event Delivery Unit will assess applications against the Selection Criteria and select recommended applicants based on their suitability with the Selection Criteria and contribution to the Committee's balanced representation of the Rockhampton Region.
- (c) Appointment
The Event Delivery Unit will present recommended applicants to the Council table for adoption.
- (d) Rolling appointment
Expressions of Interest will be assessed and endorsed as General Advisory Member vacancies arise.
- (e) Selection Criteria for General Advisory Members
 - (i) Essential Criteria
 - (1) Demonstrated knowledge or experience in agriculture, agribusiness, education, community development, or competition management.
 - (2) Strong connection to the Rockhampton Region, including local knowledge and community networks.
 - (3) Ability to contribute constructively to strategic discussions and provide informed advice.
 - (4) Commitment to the Agricultural Show Society.
 - (5) Availability to attend meetings and participate in committee activities.
 - (ii) Desirable Criteria
 - (1) Experience serving on advisory boards, committees, or community organizations.
 - (2) Representation from diverse backgrounds including youth, Indigenous communities, and local business sectors.
 - (3) Skills in stakeholder engagement, communication, or governance.

7.2. General Advisory Member Term of Office

No set Term of Office for General Advisory Member roles.

8. Removal from Office

8.1. A member position shall become vacant if the member:

- (a) resigns by writing to the Event Delivery Unit Coordinator ("Event Coordinator");
- (b) is absent without prior leave granted by the Committee from four (4) consecutive meetings of the Committee for which due notice has been given;
- (c) ceases to be qualified to continue as a Committee member; or
- (d) is removed by formal resolution of the Council table.

9. Meetings

9.1. Frequency of Meetings

- (a) The Committee will have scheduled quarterly meetings with dates, times and locations pre-set by the Chairperson of the Committee a minimum of 3 months in advance.
- (b) Meeting frequency can be increased if business demands.

9.2. Quorum

- (a) In order to have a quorum at any meeting, there must be a minimum of 4 General Advisory Members plus the Chairperson in attendance.
- (b) Recommendations are made by consensus or majority vote.

9.3. Reporting

- (a) Committee recommendations are documented and presented in meeting minutes prepared by the Ex-Officio Member at each Committee meeting. If the Ex-Officio Member is absent from a Committee meeting, minutes will be prepared by a Committee member as agreed by a majority of members present at the current meeting.
- (b) Committee recommendations and reporting from each Committee meeting will be provided to the Event Delivery Unit by the Ex-Officio Member in attendance at that meeting. If the Ex-Officio Member was absent from the meeting, the recommendations and reporting will be provided to the Event Delivery Unit by the Chairperson in attendance at the meeting.
- (c) The Event Delivery Unit may decide not to enact Committee recommendations. If this is the case, upon request by the Committee, the Event Delivery Unit will offer reasoning to the Committee including, but not limited to: Safety concerns, budget constraints, timeframes for delivery.

9.4. Disputes, Complaints and Grievances

All disputes, complaints and grievances will be handled in accordance with Council's policies and procedures.

10. Review

10.1. These Terms of Reference:

- (a) will be presented for endorsement by the Council table;
- (b) will take effect upon endorsement by the Council table;
- (c) may be changed by:
 - (i) the Committee making recommendations for changes to the Terms of Reference by consensus during Committee meetings;
 - (ii) recommended changes to the Terms or Reference being submitted to the Event Delivery Unit;
 - (iii) the Event Delivery Unit assessing the appropriateness of recommended changes;
 - (iv) the Event Delivery Unit presenting recommended changes that they deem appropriate to the Council table for endorsement; and
 - (v) recommended changes to the Terms of Reference being endorsed by the Council table.

11. Media

11.1. The official spokespersons for the Council are the Mayor, Councillors, the Event Coordinator and selected Council officers.

11.2. If the Committee wishes to make comment to media, it must first be presented through the Event Coordinator for approval.

12. Governance and Code of Conduct

12.1. The Committee operates within the Terms of Reference, and applicable policy, procedures and guidelines of Council.

12.2. Committee Members are bound by the Council Code of Conduct.

12.3. The main liaison for contact between the Committee and Council is the Event Coordinator.

- 12.4. Any matters proposed to be addressed at an upcoming meeting must be submitted the Event Coordinator at least 2 weeks before the meeting date in order to be included on the meeting agenda.
- 12.5. Internal Council support services will be delegated to the Committee by the Event Coordinator as required.
- 12.6. Insurance and public liability for the Committee are managed by Council.

