



## TRANSPORT, STORAGE & HANDLING COMMITTEE TERMS OF REFERENCE

### 1 ROLE

As a committee appointed by the NACMA Board of Directors, the role of the Transport, Storage & Handling Committee is to consider those issues listed below, and other subsequent issues that may have a potential impact on NACMA services to members, and to advise the Board on appropriate action.

### 2 SCOPE OF OPERATION

- 2.1 The Transport, Storage & Handling Committee shall make recommendations to the Board on issues relating to:
  - (a) Location Differentials
  - (b) Conduct of registration schemes for registered bulk handlers
  - (c) Other relevant matters of concern to NACMA members and within the area of expertise of the Transport, Storage & Handling Committee.
- 2.2 The Transport, Storage & Handling Committee shall have no executive powers with respect to its findings but shall make recommendations to the NACMA Board.
- 2.3 The Transport, Storage & Handling Committee shall have the authority to seek information through NACMA from members and non members , where appropriate, and industry groups, with respect to issues under consideration by the Transport, Storage & Handling Committee.
- 2.4 The Transport, Storage & Handling Committee shall have no power with respect to complaints brought by industry participants or Members. Such issues shall be dealt with by executive management in conjunction with Board members where appropriate.

### 3 SPECIFIC OBJECTIVES

- 3.1 As a committee of the Board, the Transport, Storage & Handling Committee shall:
  - 3.1.1 Advise the board on development and implementation of location differentials pan Australia.
  - 3.1.2 Develop protocols to enable organisations to become registered bulk handlers for the purposes of the NACMA Track Contract.
  - 3.1.3 Report and make recommendations to the industry at the Common Interest Forum on all matters of relevance addressed by the Transport, Storage & Handling Committee.

**4 MEMBERSHIP**

- 4.1 The Transport, Storage & Handling Committee shall consist of at least five members.
- 4.2 The NACMA Board shall appoint a Chairperson of the Committee for the forthcoming year.
- 4.3 The NACMA Board shall appoint at least three members to the Committee and determine their appropriate terms of appointment. These members shall be drawn from the grain industry and be individuals with specialist skills in grain transportation, storage and handling.
- 4.4 The Board has discretion to vary appointments to the Transport, Storage & Handling Committee at any time.
- 4.5 Assistance to the Committee
- 4.5.1 The Transport, Storage & Handling Committee may invite any member of the industry, including NACMA staff, to join the Transport, Storage & Handling Committee in an advisory capacity and determine their ongoing involvement in the Transport, Storage & Handling Committee.
- 4.5.2 Such advisers are not deemed to be members of the Transport, Storage & Handling Committee for the purposes of voting, calling a meeting or constituting a quorum.
- 4.5.3 The Chief Executive Officer shall appoint a Secretary to the Transport, Storage & Handling Committee. The Secretary is not a member of the Transport, Storage & Handling Committee.

**5 MEETINGS**

- 5.1 The Chairperson will take the chair at all meetings of the Transport, Storage & Handling Committee. In the Chairperson's absence the Chairperson will nominate a Deputy Chairperson.
- 5.2 NACMA will provide the secretariat for all Transport, Storage & Handling Committee meetings.
- 5.3 Convening a Meeting
- 5.3.1 The Transport, Storage & Handling Committee will schedule such meetings (teleconference) as are necessary for the performance of its functions.
- 5.3.2 The Chairman, in consultation with NACMA management, may at any time convene a meeting of the Transport, Storage & Handling Committee.
- 5.3.3 Any Committee Member may request the Chairperson person to convene a meeting. The discretion to convene the meeting rests with the Chairperson and NACMA management.
- 5.3.4 Not less than seven clear days oral or written notice of a meeting of the Transport, Storage & Handling Committee will be given to each member unless members agree to the holding of a meeting at shorter notice on the basis that a quorum is available to meet.

5.4 Conduct of meetings

5.4.1 The business to be considered by a meeting of the Transport, Storage & Handling Committee shall be only those matters, which relate to the objectives detailed in paragraph 3.

5.4.2 Meetings of the Transport, Storage & Handling Committee shall be held by the members of the Committee being present in person (or a replacement approved by NACMA) at the appointed time and place for the meeting, unless the Chairperson determines that the meeting or all meetings of the Committee may be held by:

- telephone linkup between all members of the Transport, Storage & Handling Committee who are able to participate, or
- any other means of communication by which all members of the Transport, Storage & Handling Committee who are able to attend the meeting are able to speak to and hear each other.

5.5 Quorum

The quorum necessary for the transaction of the business of the Committee shall be no less than three (3) of the members of the Committee.

5.6 Voting

5.6.1 Each Member at a meeting of the Committee, with the exception of the NACMA staff member (see 4.5), when called upon by the Chairperson, will be entitled to cast a vote on any recommendation put to the meeting.

5.6.2 The Chairperson shall have a deliberative vote.

5.6.3 In the case of an equality of votes, the Chairperson shall have a casting vote.

**6 REPORTING**

6.1 The Chairperson of the Committee shall forward recommendations from the Committee to the NACMA Board.

6.2 The Secretary of the Transport, Storage & Handling Committee shall circulate the Minutes of each meeting to:

- All members of the Transport, Storage & Handling Committee:
- The NACMA Board,
- The NACMA Chief Executive Officer, and
- NACMA staff assisting the Committee at that time.

**7 FUNDING**

7.1 NACMA does not provide as a matter of course, travel and accommodation or sitting fees to Committee members. Committee members need to be able to finance these aspects of their role from their own means.

7.2 In exceptional circumstances, reasonable out of pocket expenses may be incurred with prior approval of the Chairperson.

**8 INDEMNITY**

The Chairperson, Members, NACMA staff assisting the Transport, Storage & Handling Committee and secretariat of the Transport, Storage & Handling Committee will be at all times be indemnified by the NACMA in respect of all liability, loss, damage, expense and claims whatsoever arising from any agreed Transport, Storage & Handling Committee actions or decisions taken in good faith by the Transport, Storage & Handling Committee.

**9 CONFIDENTIALITY**

In order to ensure that Members of the Transport, Storage & Handling Committee are able to participate fully in the Transport, Storage & Handling Committee, NACMA may provide certain information, which NACMA considers is confidential. Members will be required to retain such information as confidential and confirm their intention to do so by formal agreement.

**10 MEDIA ACTIVITIES**

All media activities will be handled by the Chairman and CEO of NACMA. No Committee member is to discuss, give interviews or otherwise engage in media activities that relate to their role, activities and/or deliberations within Committee.