



COLAC REGIONAL SALEYARDS ADVISORY COMMITTEE - TERMS OF REFERENCE

The Terms of Reference for the Colac Regional Saleyards Advisory Committee are as follows:

1. Establishment of the Colac Regional Saleyards Advisory Committee

The Colac Regional Saleyards Advisory Committee terms of reference were reconfirmed by Council on 26 April 2017.

The Advisory Committee and its Terms of Reference shall be reviewed within 6 months of the election of a new Council. The Advisory Committee shall be made up of Council appointed representatives and invited representatives. The appointed members will be appointed by the Council at an Ordinary Meeting of the Council.

2. Responsibilities of the Colac Regional Saleyards Advisory Committee

The Colac Regional Saleyards Advisory Committee will not have a decision making role.

The primary responsibility of the Colac Regional Saleyards Advisory Committee will be to provide comment and feedback to the Shire in relation to the strategic operation and management of the Saleyards and promote the facility as a Regional Saleyard.

The purpose of the Advisory Committee is as follows:

- a) Provide advice to the Shire on the operations of the Centre and to make recommendations to the Shire on potential improvements regarding the operation of the facility.
- b) Make recommendations to the Shire on how to improve sales through the centre based on sound strategic advice.
- c) Make recommendations to the Shire on proposed capital investment.
- d) Make recommendations to the Shire on fees and charges.
- e) Contribute to continuous improvement in service delivery.
- f) Participate with other stakeholders to promote the importance of the saleyards to the wider community.
- g) Provide advice to the Shire on operations of the saleyards. The Advisory Committee will have no authority to direct operational activities, Council staff, employees or customers at the saleyards.
- h) Promote the facility as a Regional Saleyards with the objective of making this centre a major rural selling centre in rural Victoria.

3. Appointment of Members

The Colac Regional Saleyards Advisory Committee will consist of individuals or representatives from the following:

- Councillor (*Appointed Member and Chairperson*)
 - Council Officer - General Manager Development and Community Services (*Appointed Member*)
 - Council Officer – Manager Economic Development and Tourism (*Appointed Member*)
 - Council Officer – Saleyards Superintendent (*Appointed Member*)
 - Farmer Representative - up to 2 (*Advertised Community Member*) (Appointed through EoI process and endorsed by Council)
 - Stock Agents Representative up to 4 (*Invited Member*)
 - Buyers Representative (*Invited Member*)
 - Victorian Farmers Federation Representative (*Invited Member*)
 - United Dairy Farmers Representative (*Invited Member*)
 - Livestock Transport Association of Victoria (*Invited Member*)
- a) Appointed Member - Shall be appointed by Council.
 - b) Invited Member - Shall be invited and nominated by their representative organisation.
 - c) Advertised Community Member/s - Appointed by Council at an Ordinary meeting after the conduct of a public advertising process calling for expressions of interest.

Victorian Farmers Federation and United Dairy Farmers representatives provide a critical role in representing farmer views relevant to the Saleyards.

Stock agents and buyer representatives provide a critical role in representing Saleyard users and potential user views.

4. Colac Regional Saleyards Advisory Committee Procedures

- The Appointed Councillor, shall act as Chairperson at the meetings of the Advisory Committee.
- The meetings will be held in Colac at a time and venue notified by the Chairperson, taking into account the availability of members and officers. Normally the meetings would occur at the Colac Saleyards office building canteen area outside normal sale times.
- Council will provide administration support for the preparation of meeting agendas and recording of minutes.
- The Committee will generally meet four (4) times per year. The actual meeting times will be determined by the Chairperson in consultation with the members of the committee.
- The Advisory Committee shall meet at other times as required and requested, subject to two (2) or more Advisory Committee members requesting in writing that the Chairperson arrange a meeting to discuss one (1) or more specific items of business and availability of Council officers.
- Members may send delegates in their place if they are unable to attend, subject to the approval of the Chairperson
- An agenda for each meeting will be prepared by a council officer and forwarded to members at least four (4) days prior to a meeting.

- The Committee is advisory in nature and intended to represent a spectrum of users as such the minutes of meetings will contain resolutions if adopted unanimously or reflect the diversity of views at the meeting if there is no unanimity.
- Recommendations to Council need to be moved and seconded by members of the Advisory Committee.
- Recommendations to Council will be endorsed through a majority vote from the Advisory Committee. Where there is a tied vote, the Chairperson shall use their casting vote to either approve or reject the recommendation.
- If any member of the Advisory Committee is removed for any reason, then the member shall be replaced as soon as practical after following due process.

The Minutes of each Colac Regional Saleyards Advisory Committee meeting shall be emailed to Councillors as soon as practicable following adoption.