

# Hamilton Regional Livestock Exchange Advisory Committee

## Terms of Reference



### 1. Purpose

The Hamilton Regional Livestock Exchange (HRLX) Advisory Committee (the Committee) is established under the provisions of the *Local Government Act 1989* (Vic) by resolution of Council. The Committee shall remain in operation for such time as determined by the Southern Grampians Shire Council

### 2. Extent of authority

The Advisory Committee shall:

- Act as an Advisory Committee to Council on all matters relating to the strategic development of the Hamilton Livestock Exchange; and
- Make recommendations to Council on the development, implementation, monitoring and provide feedback on the Policies, Plans and Priorities of the Hamilton Livestock Exchange.

In this role, the Committee shall:

- Promote the implementation of the Master Plan as a relevant strategic document of Council;
- Make recommendations on the implementation and review of the Strategic Master Plan;
- Make recommendations on the development, implementation, monitoring and review of Strategic Priorities for the Hamilton Livestock Exchange and provide annual reports on these Priorities to Council;
- Maintain regular communication with stakeholders and the Hamilton Livestock Exchange;
- Provide advice and input to Council on issues relevant to the development of the facility including industry matters and quality assurance issues

The Committee may express a preference to Council on matters relating to the Committee's Charter, however as Council has not delegated any powers or functions to the Committee all decisions remain the responsibility of Council.

### 3. Reporting and Communication

- Minutes will be distributed to all members of the Hamilton Regional Livestock Exchange Advisory Committee.
- Assembly of Councillors will be completed by the Executive Assistant to the relevant Director.
- The Chair will provide meeting updates to Council after each meeting.

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### 4. Membership, Chair and Minutes

The meetings will be chaired by a Southern Grampians Shire Councillor, who is appointed by Council to the Committee. In the Chairs' absence Meetings will be chaired by a Deputy Chair, to be the other Council nominated Councillor. Agendas and Minutes will be prepared and distributed by the Executive Assistant of the relevant Director. The Committee has a possible membership of seven (7) voting members.

#### 4.1 Membership

The Membership of the Committee will comprise of:

<b>Industry/Community Representative Members – Voting Members:</b>
<ul style="list-style-type: none"><li>• Two Community/Produce representatives;</li><li>• Two Stock agent representatives;</li><li>• One Transport representative</li></ul>
<b>Councillor Members – Voting Members:</b>
<ul style="list-style-type: none"><li>• One Southern Grampians Shire Councillor (being the Chairperson as appointed annually by Council);</li><li>• One Southern Grampians Shire Councillor (being the deputy chair as appointed annually by Council);</li></ul>
<b>Council Officers - Non-Voting Members:</b>
<ul style="list-style-type: none"><li>• Director;</li><li>• Relevant Council staff involved with the HRLX</li></ul>

#### 4.2 Appointment of Members

Members are appointed by Council. Nominations shall be invited from relevant service providers, organisations, groups and individuals. The invitation for membership will be advertised across the Southern Grampians Shire.

Vacant positions will be advertised via a public Expression of Interest process. Industry/Community Representative Members will be for a maximum of two years. Members may seek reappointment at the conclusion of their term. Following a public advertising campaign, places where suitable candidates cannot be found, will remain vacant and be re-advertised the following year.

### 5. Conflict of Interest

Members have a responsibility to declare any conflict or potential conflict between their business, professional or private interests; and their roles as members of the Advisory Committee. The Committee shall then determine if and how the member may participate in deliberation. Any declared conflicts must be noted in the Minutes of the meeting.

### 6. Inability to Attend

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Service Provider members are requested to advise the EA to the relevant Director should they be unable to attend.

### **7. Resignation**

Resignation shall be submitted in writing to the Chair of the Committee. The Committee may terminate any member during their term for breaching Council Policy, Procedures or the Code of Conduct. Council has the right to suspend or terminate any appointment to the Committee.

### **8. Code of Conduct**

Members of the Advisory Committee shall act in accordance with the Council's Code of Conduct.

### **9. Meeting Frequency & Location**

Meetings shall be closed, unless otherwise decided by the Committee. However, the Committee may request to have guests attend to present relevant information to them. The Committee must meet at least once per quarter for an hour. Ideally February, May, August, November to avoid the peak sale periods. For a meeting to commence a quorum must be established. A quorum consists of three (3) Industry/Community Representative Members and one (1) Councillor.

Additional meetings can be held by determination of the Committee. Location and dates of meetings will be determined by the Committee.

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### 10. Role And Responsibilities of Advisory Committee Members

Advisory Committee members will:

- participate in deliberations of the Advisory Committee with regard to the policy and business which is before it;
- adhere to the objectives and policies of the Council as they relate to the business of the Advisory Committee;
- be aware of the Council's resources, expenditure and activities, and the need for efficiency and effectiveness in the activities for which the committee has been established.

### 11. Decision Making

The Committee shall aim to operate on a consensus model of decision-making. In the event of a vote occurring and that vote being tied, the Chairperson shall have a casting vote. The relevant Director from Southern Grampians Shire Council will brief Council on the recommendations of the Committee and if required prepare a formal Council report.

### 12. Advice to Council

Recommendations in Reports presented to Council will be decided by the majority of the Committee.

### 14 Administrative Support

The Council Officers shall ensure adequate administrative and technical resources are available to the Committee so as to:

- record and distribute minutes of meetings;
- provide advice, support and information to the Chairperson;
- prepare and table documentation; and
- conduct correspondence on behalf of the Committee

### 15 Review

These Terms of Reference will be reviewed annually. Any proposed changes will be presented to Council for adoption.

September 2019

Adopted by Council: TBC