

# TERMS OF REFERENCE

## COLAC REGIONAL SALEYARDS ADVISORY COMMITTEE

### 1. PURPOSE

The Colac Regional Saleyards Advisory Committee (Committee) is a committee established by Council in accordance with its Council Committees Policy.

The purpose of the Committee is to:

- Provide strategic input, advice and advocacy on capital improvement, fees and charges and market growth opportunities associated with Colac Regional Saleyards.
- Provide advice on operational and business improvement matters relating to Colac Regional Saleyards.
- Provide expert advice on OH&S matters in relation to Colac Regional Saleyards.
- Participate with other stakeholders to promote Colac Regional Saleyards to primary producers, key stakeholders and the broader community with the objective of increasing livestock selling market share.

### 2. BACKGROUND

Colac Regional Saleyards (CRS) opened at its current location on Colac-Ballarat Road in 1979. CRS can manage 2,500 cattle/day for fat sales, up to 5,000 cattle/day for a store sale and 3,000 sheep per day. CRS does not operate near capacity and until the 2023-24 financial year experienced a decline in market share since the opening of Western Victoria Livestock Exchange

CRS's infrastructure is considered high quality amongst the industry and more recent additions include a roof over selling pens in 2014 and hydraulic crush in 2022.

### 3. OBJECTIVES

The objectives of the Colac Regional Saleyards Advisory Committee are:

- To advise Council on the growth and development of Colac Regional Saleyards as a major livestock selling center in South-West Victoria.

### 4. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

Membership will reflect key stakeholder interest in Colac Regional Saleyards and include the following representation:

- 1 Colac Otway Shire Councillor
- 1 Charles Stewart & Co representative
- 1 Charles Stewart Dove representative
- 1 H.F. Richardson Livestock Pty Ltd representative
- 1 Nutrien Livestock representative
- 1 Victorian Farmers Federation representative
- 1 United Dairy Farmers representative
- 1 Livestock Transport Association of Victoria representative
- 1 Buyers representative

- 2 Farmer representatives
- Colac Otway Shire Manager Business Enterprise and Improvement
- Colac Otway Shire Saleyards Operations Coordinator

Appointment of Councillors must be by resolution of Council.

It is at the discretion of individual agencies whether to accept their position on the Committee. Agencies will nominate their own representatives and be required to inform Council of their representative by 1 February of each year.

Farmer and buyer representatives will be appointed by Council resolution for a period of four years following an Expression of Interest process.

Proxies or substitute members of the nominated agencies will be permitted to attend meetings on an as needed basis.

Council's Community and Economy Division will provide administrative support to the Committee.

## **5. DELEGATED AUTHORITY AND DECISION MAKING**

In accordance with the Council Committees Policy, the Colac Regional Saleyards Advisory Committee will act in an advisory capacity only and have no delegated authority to make decisions. The Colac Regional Saleyards Committee will provide advice to Council to assist in their decision making in matters relating to Colac Regional Saleyards.

Whilst the Colac Regional Saleyards Advisory Committee has no formal authority in relation to other agencies, the nature of the arrangement will enable an opportunity to provide advice to other agencies on matters that relate to Colac Regional Saleyards.

## **6. MEETING PROCEDURES**

The Colac Regional Saleyards Advisory Committee is expected to meet four times per year or as required if an important issue arises that requires a coordinated response.

Meetings are to be held at a time and place determined by the Colac Regional Saleyards Advisory Committee. Advisory Committees are not required to give public notice of their meetings and meetings are not required to be open to the public.

## **7. CHAIRPERSON**

The position of Chairperson and Deputy Chairperson shall be elected by members of the Advisory Committee annually for a 12 month period. Should the Chairperson and the Deputy Chairperson not be present at a meeting, a Councillor shall be appointed as Chairperson for the purpose of conducting that meeting.

## **8. AGENDAS AND MINUTES**

Agendas and Minutes will be prepared for each meeting of the Colac Regional Saleyards Advisory Committee. The agenda will be provided to members of the committee not less than 48 hours before the time fixed for the holding of the meeting.

The minutes of each meeting will be prepared by Council officers. Copies of the minutes will be provided to all members no later than 20 business days following each meeting. Minutes

including attendance, apologies, issues discussed, recommendations made and action items will all be recorded for each meeting.

Recommendations and/or advice to Council will be provided to Council through its normal meeting cycle at the next available opportunity.

## **9. VOTING**

All members have voting rights. Staff provide support and advice to the Committee and have no voting rights.

In the event of an equality of votes the Chairperson has the casting vote.

## **10. CONDUCT AND INTEREST PROVISIONS**

All Colac Regional Saleyards Advisory Committee members must:

- act honestly;
- exercise reasonable care and diligence;
- not make improper use of their position; and
- not make improper use of information acquired because of their position.

Where a member of the committee has an interest or conflict of interest in relation to a matter in which the committee is concerned, or is likely to be considered or discussed, the member must disclose the interest to the committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting.

## **11. GUESTS**

The group may invite guests to appear at the meeting via the approval of the Chair. Guests may include any persons whom provide technical or other insight as appropriate from time to time. The group is encouraged to make use of guests where particular skills/experience can be provided.

## **12. QUORUM REQUIREMENTS**

A minimum of six members is required for the meeting to be recognised as an authorised meeting for the recommendations to be valid.

## **13. COMMUNICATIONS PROTOCOL**

All communications to the media regarding the Colac Regional Saleyards Advisory Committee will be through Council. Committee members may not express views on behalf of Committee. Committee members may communicate with the media with regards to issues specific to Colac Regional Saleyards as individuals and/or representing their respective organisations.

## **14. TERMS OF REFERENCE**

The Terms of Reference and objectives of the Colac Regional Saleyards Advisory Committee are to be reviewed by the committee from time to time and by Council within twelve (12) months after a general election. Any proposed changes to the Terms of Reference resulting from a review must be presented to Council for formal approval.

Endorsed by Council resolution – 11 September 2024.