

ATTACHMENT TO AGENDA ITEM

Ordinary Meeting

15 May 2018

Agenda Item 7.1	Adoption of Terms of Reference for Shepparton Regional Saleyards Advisory Committee	
Attachment 1	Draft Shepparton Regional Saleyards Advisory Committee - Terms of Reference	58



SHEPPARTON REGIONAL SALEYARDS ADVISORY COMMITTEE

TERMS OF REFERENCE

Adopted by Resolution of Council on [insert date]

For Review [insert date]

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1. Purpose

The purpose of the Shepparton Regional Saleyards Advisory Committee is to provide advice and input to the Council regarding matters associated with the Shepparton Regional Saleyards. It has no executive or delegated authority, and will operate in accordance with these Terms of Reference.

2. Role of the Saleyards Advisory Committee

The Shepparton Regional Saleyards Advisory Committee is appointed in an advisory capacity to the Greater Shepparton City Council to make recommendations regarding:

- general operations;
- advice on issues that may become “political”;
- long term strategies;
- capital and renewal works;
- budgets;
- updates in legislation;
- animal welfare issues; and
- requirements of the saleyards to maintain affiliations to relevant associations.

The Committee also provides a forum:

- where Stock Agents representative can raise issues they feel have not been adequately addressed through Council’s Saleyards Contract manager or the Saleyards Manager; and
- where stakeholders and members of the public can forward complaints they feel have not been adequately addressed by Council’s Saleyards Contract manager or the Saleyards Manager.

3. Committee Membership

The membership of the Committee shall consist of the following members and be approved by resolution of Council:

- One Councillor Representative;
- One Council officer (who will provide reports for meetings, prepare agendas and minutes but will not be able to vote);
- One Manager from the Saleyards;
- One representative from the Goulburn Valley Stock Agents Association; and
- One Community Representative.

The Council will call for nominations to fill the vacant community position by way of public notice in the Shepparton News. A community representative will be selected by the committee from expression of interests received.

The term of office for the community representative will be for two years commencing on the date of appointment, but may be removed by Council at any time.

The Committee is not obliged to appoint a candidate to the community position and will assess each nomination against the candidate's ability to fulfil the Committee's role as outlined in the Committee's Terms of Reference, as well as the following selection criteria:

- demonstrated interest in all aspects of the saleyards including its promotion and sustainability;
- experience in any agricultural field including livestock;
- familiarity with the functions of the Committee;
- knowledge of current legislation governing saleyards and animal welfare; and
- ability to attend all meetings unless they have an excuse that is acceptable to the Committee.

Once the committee has selected a suitably experienced community representative for the committee, a recommendation will be presented to Council for formal appointment to the committee at a Council meeting

4. Committee Meeting Procedure

The committee will meet 4 times per year. Meeting structure, agenda and minute formats should meet the needs of the Committee, while ensuring consistency, completeness and accountability.

It is recommended that any meeting minutes briefly outline the content of each of the items listed on the agenda, including actions taken and recommendations. A copy of the meeting minutes will be forwarded to the members of the Committee.

The meetings of the Committee shall be conducted in accordance with the following procedures:

- The Chairperson is the appointed Greater Shepparton City Council Councillor.
- If the Chairperson is not present at a Committee meeting, a Chairperson for that meeting will be appointed by the members of the Committee present at that meeting.
- The Committee's position on any issue under consideration will be made upon a majority vote by members present or when determined by the Committee by proxy. In the event of a tie, the Chairperson shall have an additional casting vote.
- The Committee shall have a quorum which is equal to one-half or, where one-half is not a whole number, one-half plus one of the total number of Committee members.
- When the Committee's business involves matters in which one or more members have a conflict of interest, or when their presence may inhibit full discussion, those members should withdraw from this portion of the meeting.

5. Committee Conduct Principles

Committee members are expected to:

- a. actively participate in Committee discussions and offer their opinions and views,
- b. treat all persons with respect and have due regard to the opinions, rights and responsibilities of others,
- c. act with integrity,
- d. attend each meeting where practical

- e. avoid conflicts of interest
- f. refrain from releasing confidential information.

6. Assemblies of Councillors

In accordance with the *Local Government Act 1989* the definition of an Assembly of Councillors includes any meeting of an advisory committee of the Council, if at least one Councillor is present. Any Councillors in attendance at meetings of the committee are required to declare any conflicts of interest. Following the meeting a Record of Assembly of Councillors must be completed stating:

- the names of all Councillors and members of Council staff in attendance
- the matters considered
- any conflicts of interest disclosures made by a Councillor attending, and
- whether the Councillor who has disclosed the conflict of interest leaves the assembly.

The Record of Assembly of Councillors must be submitted to Council in accordance with the *Assembly of Councillors CEO Directive 37.CEOD2* (Trim Ref: M13/51766) within 7 days of the date of the committee meeting so that it can be included in the next available Ordinary Council Meeting agenda.

7. Review

The terms of reference for the Shepparton Regional Saleyards Advisory Committee will be reviewed on a biennial basis prior to recruitment of community members.