



South West Victorian Livestock Exchange (SWVLX) Warrnambool Advisory Committee

Terms of reference

Purpose of committee

- To provide advice in relation to the management and operation of the Warrnambool Livestock Exchange.
- To provide a conduit for information between the Warrnambool City Council, saleyards management, stock agents, buyers, sellers, transporters, other stakeholders and the community.

Terms of reference

- Provide advice to Council relating to policy and strategic development of the sale yards and the business.
- Provide advice to Council in terms of current issues or trends facing the yards and broader industry.
- Provide advice to Council in terms of priorities for capital or recurrent funding including sourcing of external funding.

Tasks to be undertaken by the Group

- Provide advice and support to Council in promotion of the saleyards throughout our region
- Review operations and advise of issues arising in the industry
- Officer support would be provided by the Corporate Services Directorate.

Committee Structure

Membership will comprise of Representatives from the sale agents, stock owners, stock transport industry, and a general community representative the terms will be reviewed in February 2021 if not deemed necessary by the committee before this date.

Term

(SWVLX) Warrnambool Advisory Committee is established for a term of four years commencing May 1 2017 to 30 April 2021

Appointment of Chair

The appointment of the Chair is by vote of the Committee members for a term of one year. The chair is relinquished at the beginning of each annual assessment cycle and voted on at the first meeting again by the committee members.

Meeting time and frequency

The Advisory Committee will meet approximately three to four times per annum. Times and actual dates of meetings to be determined by the Committee, but may be varied at the discretion of the Chairperson (after seeking the views of the relevant Committee members whenever possible).

Meetings will be held at the Warrnambool Civic Centre or unless an alternative venue is agreed by the Committee.

Conflict of Interest

The provisions of Section 79 of the Local Government Act apply in terms of the requirement for disclosure of any potential conflict of interest (including direct or indirect pecuniary interest) in any matter to be considered or discussed at a Committee meeting.

Reporting regime

The record of any meeting of the Committee shall be included in the agenda for the next meeting.

The record of each Committee meeting should clearly show where advice or recommendations are being given to Council.

Quorum

A quorum is the Chairperson (or Acting Chairperson) and at least half of the ordinary members.

If a quorum is not present within 20 minutes of the time appointed for the commencement of the meeting, the meeting shall lapse.

If a quorum fails after the commencement of the meeting, the meeting shall lapse. Business that is unfinished at the completion of a meeting may at the discretion of the Chairperson be referred to the next meeting of the Committee.