South West Victorian Livestock Exchange (SWVLX) Advisory Committee 

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| **Due for Review:** | June 2025 |  |  |
| **Responsible Officer:** | Director Corporate Strategies | | |

# Purpose

The formal name of the Committee shall be the South West Victorian Livestock Exchange (SWVLX) Advisory Committee (the Committee).

The purpose of the Committee is to provide advice in relation to the management and operation of the Warrnambool Livestock Exchange and to act as a conduit of information between stakeholders and the Warrnambool City Council.

# Role/Objectives

The role of the Committee is to:

* Advise Council of any significant changes, trends or issues facing the livestock exchange and the broader industry.
* Create a stronger communication link between saleyards stakeholders and the Council, and represent community and stakeholder views in relation to the management of the facility.
* Recognise barriers and opportunities within the livestock exchange, and formulate recommendations to reduce barriers and capitalize on opportunities.
* Monitor identified and emerging risks and advise and recommend prevention, mitigation and possible management actions.
* Provide recommendations for financial and asset management and maintenance at the saleyards.
* Provide valuable community/local knowledge to help inform Council decisions on the saleyards.

# Powers and Responsibilities

The Committee has the power to and must:

* Report to Council after every meeting via Committee meeting minutes.
* Advise Council through recommendations. These recommendations are to be considered and agreed to by Council before action can be taken.

The Committee is not responsible for:

* Decision making in relation to the management or operations of the saleyards.
* The Budget, financial management or expenditure approvals
* Directing staff or taking any action at or on behalf of the livestock exchange.

The Committee has no administrative or delegated power or authority, therefore neither the Committee nor its members are authorised to make and decision or take any action with respect to the livestock exchange.

# Membership

The Committee will include representatives who are key stakeholders, industry experts and representatives from user groups of the Warrnambool livestock exchange.

Individual independent members will have specialist skill and/or experience relevant to the Committee. Each Committee member, or membership collectively should have:

* An active interest and experience in the livestock industry across fields including but not limited to stock agents, livestock owners, livestock transport industry, industry expertise in any regulatory and/or compliance requirements;
* An understanding of industry relevant information and knowledge of current trends, challenges and opportunities facing the industry;
* comprehension of the operations and requirements for a livestock exchange;
* The ability to represent community views or the views of key stakeholders and user groups; and
* A commitment to work constructively and collaboratively with others to improve the management of the Warrnambool livestock exchange and the saleyards facility.

The Committee shall be comprised of Seven (7) members.

The term of membership for each independent member shall be four (4) years, and the term for Councillor Committee members shall be one (1) year.

The Committee consists of:

* One (1) independent Chair
* Two (2) Councillors – appointed annually by the Council.
* Four (4) independent members

Warrnambool City Council Representatives:

* Director Corporate Strategies
* Service Manager – Warrnambool Livestock Exchange

Key stakeholders and user groups will be invited to nominate their own representative or to the Committee. These groups include: Stock agents, producers, buyers and transporters

# Role of Individual Members

The role of the individual member of the Committee includes:

* Have and maintain a broad understanding of issues facing the livestock exchange
* Be committed to, and actively involved in pursuing improved communication between stakeholders and Council through your role on the Committee.
* Seek to consider ideas and issues raised by stakeholders, and make informed and fact/evidence based recommendations to Council.
* Contribute the time needed out-of-session to study and understand any papers and supporting documentation provided
* Apply good analytical skills, objectivity and good judgement
* Express opinions frankly and ask questions that go to the fundamental core of the issue
* Respect the confidential nature of information discussed and provided through:
* Maintaining the confidentiality of the information to which access is provided and take reasonable precautions to prevent its unauthorised dissemination or use.
* Not use any confidential information for purposes other than those necessary to perform the role of Committee member.
* Declare any perceived or actual conflict of interest that arising. Where there is a material conflict of interest, ensure no participation in discussions or decision on recommendations to Council.

# Decisions

Decisions on recommendations to Council will be made by majority consensus. The Chair will have the deciding vote if required.

# Chair

The independent Chair shall be appointed every two years from the members of the committee at the annual general meeting.

The role of the independent Chair is to:

* Chair Committee meetings, ensuring adherence to good governance practices;
* Ensure any conflicts of interest declared are recorded in the minutes of the meeting;
* Ensure that minutes of the meeting are circulated to all members after the meeting;
* Attend and present any recommendations to the Council where so requested by the Council; and
* Seek to ensure committee members are acting in accordance with the responsibilities as set out in section 5.

If the elected Chair is not available, then the Committee shall elect, by vote another member of the committee to conducting that meeting.

# Frequency of Meetings

The Committee shall meet at least quarterly or four (4) times each financial year, as agreed from time to time.

Meetings will take no longer than two (2) hours unless otherwise agreed to by members.

Additional meetings may be convened as required with members being provided with, where possible, at least two (2) weeks’ notification of meeting.

# Agenda Items

The Committee’s designated Council officer will coordinate the preparation and distribution of the Agenda for each meeting.

The agenda with attached papers at least four (4) days prior to the next scheduled meeting.

Members are to forward any proposed agenda items in writing (includes via email) to the Committee’s Council officer at least 1 week prior to the scheduled meeting.

The agenda for each meeting will include a Quarterly Financial update, manger operations report, OH&S update, capital works report. The opportunity to raise general business will be made available at each meeting.

# Minutes and Meeting Papers

Minutes will be taken by the Committee’s designated Council officer or a chosen representative present at the meeting, at each meeting. Copies of the minutes will be distributed to all members by email within three weeks of a meeting taking place.

# Invitees

In addition to the Committee members and any Council staff representatives, other people can be invited as guests to attend and/or report to meetings as required. These may include specialist experts, consultants or contractors.

# Quorum

# Quorum is considered to be one half of the total number of members plus one. A quorum must be present at a meeting for the meeting to proceed.

# Term

The Council reviewed the term of the Committee in May 2021 and decided to continue the Committee for a further 4 years.

The effectiveness and membership of the Committee will be reviewed in May 2025.