



COUNCIL POLICY

TERMS OF REFERENCE AND CHARTER

EAST GIPPSLAND LIVESTOCK EXCHANGE CONSULTATIVE COMMITTEE

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1 OBJECTIVES OF THIS DOCUMENT

This document sets out the Terms of Reference for the East Gippsland Livestock Exchange Consultative Committee (EGLECC).

2 BACKGROUND

Council at its meeting on 14 January 2004 resolved that the EGLECC structure be representative of a cross section of industry representatives.

Council is firmly of the view that a Consultative Committee, comprising of 'paddock-to-plate' industry representation is an important element for the sustainability of the Livestock Exchange business operations.

These Terms of Reference establish the guiding principles for the operation of the East Gippsland Shire Livestock Exchange Consultative Committee together with its structure, objectives and reporting protocols.

3 TERMS OF REFERENCE STATEMENT

3.1 Formation

Council established the East Gippsland Shire Council Livestock Exchange Consultative Committee for the primary purpose of providing advice, guidance and recommendations to Council on the needs of existing and emerging services and overall sustainable management of Council's Livestock Exchange business.

The East Gippsland Shire Council Livestock Exchange Consultative Council is a Council Consultative Committee, independent of Council.

The Consultative Committee cannot act on behalf of East Gippsland Shire Council in its own right.

3.2 Membership

a) The EGLECC will comprise of nine representatives.

b) Membership will comprise:

i. Two Councillors, appointed for the length of the Council term by resolution of Council (or their delegates); and

ii. Six industry-based members who will be appointed by East Gippsland Shire Council by way of seeking nominations from each organisation;

iii. One public community member who will be appointed by East Gippsland Shire Council by way of seeking Expression of Interest as a result of advertising through public notice.

iv. The seven representatives will be appointed on the basis of their respective knowledge and experience within the following industries:

- the Department of Economic Development, Jobs, Transport and Resources;

- the Bairnsdale Stock Agents Association;
- the Victorian Farmers Federation (VFF);
- the Livestock Transporters Association of Victoria Inc.;
- the Australian Meat Industry Council; and
- the community representative with experience in marketing or handling of livestock.
- The Bairnsdale Stock Agents Association Administration Representative (to be nominated by the current Bairnsdale Stock Agents Association President).

v. The seven members will be appointed for a term of three years.

From time to time additional representatives and stakeholders may be co-opted by the Consultative Committee or East Gippsland Shire Council for a limited period to provide advice on specific issues.

- (c) One of the two Councillors appointed to the Consultative Committee will be appointed Chair by the members of the Committee.
- (d) Members of the Consultative Committee, when engaged on or attending to Consultative Committee duties, will at all relevant times be covered by Council's insurance.
- (e) The appointment of the seven members referred to in clause 3.2(b)iv. above will be based on a rotation of up to three representatives for a period of three years.

3.3 Meetings

- (a) The Consultative Committee will meet quarterly or as agreed by Committee. Meetings will be called by the Chair in consultation with the Director Development.
- (b) The Director Development will ensure all necessary administrative support is provided to the Consultative Committee, including the provision of a non-member Administrator for Consultative Committee Meetings.
- (c) Agenda items for consideration by Consultative Committee members are to be submitted to the Director Development and the final agenda will be determined jointly by the Chair and Director Development.
- (d) The Consultative Committee meeting agenda will be circulated to Consultative Committee members at least one week in advance of the meeting.
- (e) A quorum will exist if five or more Consultative Committee members are present.
- (f) Whenever practicable and appropriate, the following Officers will attend meetings of the Consultative Committee:
 - Director Development
 - Manager Economic Development
 - Commercial Business Coordinator
 - Livestock Exchange Coordinator

Council Officers (or their representatives) attend Consultative Committee meetings in an advisory capacity only and are not members of the Committee.

- (g) Following verification by the Chair, unconfirmed Minutes of Consultative Committee meetings will be circulated to Consultative Committee members and all East Gippsland Shire Councillors.

3.4 Scope of Duties

The Consultative Committee shall:

- (a) act as a consultative mechanism for Council and Stakeholders in relation to the strategic direction of Livestock Exchange services, assets and budgets to deliver a sustainable, commercially-focused Livestock Exchange business whilst considering local community and environmental interests;
- (b) encourage all representative groups involved in the focus of the Consultative Committee to work cooperatively and collaboratively;
- (c) through the Director Development, provide recommendations to Council where a Council decision is required on matters that fall within the Consultative Committee's Terms of Reference or are otherwise consistent with the intent and purpose of the Consultative Committee;
- (d) provide guidance with the sustainable development of East Gippsland Livestock Exchange business and yearly plan that takes into consideration, the responsibilities of the key stakeholders in the region; and

3.5 Conduct of East Gippsland Shire Council Livestock Exchange Consultative Committee

It is expected that Consultative Committee member will at all times:

- (a) achieve considered and informed judgment by an open and respectful sharing of opinion;
- (b) ensure that all matters are considered fairly and consistently;
- (c) make decisions based on the best available information;
- (d) keep confidential all matters and documents declared to be confidential; and
- (e) respect the decision-making processes of the Consultative Committee, which are based on a decision of the majority of the Consultative Committee;
- (f) be aware of and respect that it is not appropriate for the Consultative Committee or its members to speak publicly or make any representations on behalf of the Consultative Committee; and
- (g) respect each other and the right of another to be heard (whatever the views of that person).

3.6 Conflicts and Disclosure of Conflict of Interest

- (a) A conflict can arise when a person has the potential to be influenced, or appear to be influenced, by personal or private interests. It is generally accepted that

where such a conflict exists, it should be resolved in the best interests of the East Gippsland Shire, as opposed to the individual private interest.

- (b) If a member of the Consultative Committee considers that they have, or might reasonably be perceived to have, an interest in a matter before the Consultative Committee, they will clearly state the nature of their interest at the meeting and immediately before the matter is considered. This will be done on every occasion that the matter is considered by the Consultative Committee.
- (c) If a member of the Consultative Committee considers that they may be unable to vote due to their inability to act impartially on a matter because of a Conflict of Interest, they will notify the Chair or Director Development as soon as possible. Further, they will limit their participation in any discussion on the matter to ensure they cannot be perceived as pursuing their own personal interests. This usually means restricting any comments to factual statements that may assist the decision-making process.

3.7 Availability of General Advice

The Consultative Committee, through the Chief Executive Officer, may obtain information and advice on any Council matter that falls within the Consultative Committee's jurisdiction.