

Central Victoria Livestock Exchange

Neighbourhood Reference Group: Terms of Reference

1. Purpose

The purpose of the Reference Group is to discuss CVLX performance, progress and initiatives and to work together to find solutions to neighbours' concerns.

2. Role of the Group

Meeting quarterly, this forum will:

- Provide an opportunity for members to raise and discuss concerns
- Receive regular updates on CVLX performance and measures taken to mitigate community concerns
- Build relations between community members and CVLX as operators of the saleyard
- Provide opportunity for relevant authorities, consultants and other bodies to provide briefings on related topics of high mutual interest to all members
- Agree on plans for sharing relevant information with the wider community
- Identify and discuss opportunities for the delivery of positive social benefits via the RLX Community Grants Program and other programs

3. Background

The Central Victoria Livestock Exchange (CVLX) opened in October 2018 and provides a modern selling centre for livestock producers in the Ballarat region to market their livestock. There have been community concerns regarding CVLX during the planning and construction which now continue into the operation phase of its lifecycle.

Previously the Community Liaison Committee (CLC) had provided the forum for discussion during the planning, construction and early operational phase, however the newly formed Neighbourhood Reference Group (NRG) will provide the forum for ongoing engagement with neighbours and the wider community.

CVLX's owners (RLX Investment Company) and operators (Regional Infrastructure Pty Ltd) understand the value of building strong relations with the community and want to further improve in this area. A Community Engagement Plan has been developed in consultation with the EPA, community members and an independent facilitation and engagement company. One of the central tenants of this engagement plan is the establishment of a Neighbourhood Reference Group (NRG) to open constructive dialogue between the community and site management.

4. Membership

The NRG is made up of representatives from CVLX, local government, regulatory bodies (EPA Victoria) and community members designed to understand a broad cross-section of views and inputs.

From the community, four local organisations have been invited to nominate one representative each:

1. Committee for Miners Rest
2. Miners Rest Community Hall - TBC
3. Miners Rest Primary School
4. Miners Rest CFA

An additional five representatives will be selected by close neighbours and one local business representative also appointed to reflect the views of the local businesses.

If a representative is unable to attend, they may nominate someone to sit in on a scheduled meeting on their behalf. The Chair should be informed with as much notice as practical if this is to occur.

Guests and Observers: A guest is someone who wishes to participate in the meeting, for example, ask specific questions, briefing the group on relevant information, or responding to group queries. Guests are required to RSVP 48 hours prior so that appropriate arrangements can be made.

An observer is someone who wishes to attend the meeting, but not actively participate. Observers who have any queries may communicate these to the Chair via an elected community representative. Observers are not required to RSVP, however, may be asked to introduce themselves for the purposes of record-keeping.

Independent Facilitator: The meeting will be facilitated by an independent facilitator engaged by CVLX. The purpose of the facilitator is to ensure all parties have adequate representation and a chance to input fairly into the discussion. The need for and role of the facilitator will be reviewed as time progresses.

5. Engagement Principles

The following principles apply to all forms of engagement undertaken by CVLX.

CVLX treats all community members with respect

- People who are impacted by the operations of CVLX are engaged proactively and personally with the aim of resolving issues to the satisfaction of all parties
- All interactions with community members are respectful and characterised by active listening, with the aim of understanding concerns. Issues are non-defensively acknowledged and the circumstances surrounding them are fully and transparently explained. A timeframe for response to the issues is given and adhered to

CVLX is responsive, accessible and accountable

- Two CVLX staff members act as liaison points for interactions with the community: The Site Manager and the EHS Advisor
- Odour reports will be managed in accordance with the agreed procedures within the Odour Management Plan
- All correspondence and messages from community members are acknowledged as soon as they are received, and again (in writing) when the matter has been addressed, detailing what was done and how community feedback was used
- CVLX honours all commitments made, within a reasonable timeframe. When changes in circumstance lead to a promise or timeframe not being able to be fulfilled, the community member is contacted

6. Negotiables and Non-negotiables

The known negotiable and non-negotiable elements of the engagement process (at the time of plan preparation) are shown below. These elements describe what community members and other stakeholders can – and can't – influence and will assist in ensuring that expectations are managed. This list will be further clarified and developed over time.

Negotiables

- Operational odour controls e.g. timing and extent of cleaning
- Engagement approaches and how community needs regarding engagement are best met
- Input into allocation of grant funding

Non-negotiables

- Stock numbers held on site
- Sale dates
- No rewording of CVLX contributed communication into community publications (unless final copy is approved by CVLX)
- Compliance with the Environment Improvement Plan, relevant approval documents, regulations and legislation

7. Meeting Format

Meetings will be held once every 3 months and run for a maximum of 2 hours.

The meeting will be held at the Miners Rest Mechanics Hall or other mutually acceptable location and at a time designed to allow maximum input and attendance by group members.

Each meeting will be chaired by CVLX staff and follow a set agenda. Agendas will be distributed no later than two weeks prior to the meeting to enable members adequate preparation time and allow time to raise matters of relevance for the forum.

Following each meeting, draft minutes will be distributed by CVLX no later than two weeks post-meeting for comment and input prior to final meeting minutes distributed one week later.

NRG members will commit to:

- Respect each other in all forms of communication
- Allow all group members to express their views
- Be open to the opinions of others
- Act in a professional and courteous manner
- Look for opportunities to reconcile differences
- Agree to disagree when required
- Recognise different knowledge levels within the group
- Respect confidentiality
- Not take or use information out of context
- Concentrate on the issues and opportunities, rather than who raises them
- Be accountable
- Commit to attending meetings whenever possible or provide advance notice of non- attendance

8. Media and Public Speaking

If members of the CVLX NRG are approached to provide their perspective on the operations of CVLX or the NRG, they must make clear their response is a personal view, rather than the collective view of the of the NRG Group.