

Melbourne Market Authority (MMA)

Advisory Committee Terms of Reference



INTRODUCTION

Section 13D of the Melbourne Market Authority Act 1977 (**Act**) provides that the MMA must establish certain Advisory Committees (**Committees**) and sets out the governance framework under which these Committees must operate.

The Committees provide a mechanism for conveying to the MMA representations and recommendations from market users in the industry groups concerned. The Committees also provide a means by which the MMA can seek the views of industry on issues relevant to the Melbourne Market.

There are four established Committees:

1. Fruit and Vegetable Wholesalers
2. Fruit and Vegetable Growers
3. Fruit and Vegetable Retailers
4. Flower Industry

These Terms of Reference apply to each of these Committees.

ROLE OF THE COMMITTEES

The Committees provide a mechanism for conveying to the MMA representations and recommendations from the industry groups concerned. The Committees also provide a means by which the MMA can seek the views of industry on issues relevant to the Melbourne Market.

To provide a means by which the MMA can seek the views of industry on issues relevant to the Melbourne Market. To act as a forum for discussion of matters in relation to the Melbourne Market and to convey representations and recommendations from market users in the industry groups concerned.

In particular to provide feedback or input to the MMA re:

- Occupational health and safety initiatives and issues within the Market;
- Initiatives to minimise the occurrence of theft;
- Environmental initiatives;
- Market operations;
- Initiatives to improve waste management within the Market and increase the amount of recyclable material recovered; and
- Specific marketing opportunities

The Committees are of an advisory nature. The MMA will consider feedback and recommendations proposed by the Committees although is not required to adopt or implement the Committee's recommendations.

MEMBERSHIP

Section 13D of the Act states that a Committee must consist of 5 persons appointed by the MMA of whom:

- a) 3 are selected from a panel of names submitted by industry organisations which in the opinion of the MMA represent the interest of fruit and vegetable wholesalers, growers or retailers or the flower industry (as the case may be); and
- b) 2 are appointed following a call for nominations by the MMA published in a newspaper circulating generally in Victoria and in an industry journal.

The chairperson of a Committee must be appointed by the MMA. A member of a Committee holds office for 3 years and is eligible for reappointment.

Melbourne Market Authority (MMA)

Advisory Committee Terms of Reference



The MMA will be represented at each meeting of the Committee by at least two representatives. The representatives may be either Board members or officers of the MMA designated by the Chief Executive Officer of the MMA.

MEETING FREQUENCY

Section 13D of the Act requires the Authority to consult with each Committee not less than 4 times each year. These meetings will be scheduled and convened by the MMA and will be held at the MMA Administration Offices.

AGENDA ITEMS

The agenda will be prepared by the MMA in consultation with the Committee Chairperson and circulated to all Committee members, with any associated papers. Where possible, agenda and associated papers will be circulated at least 3 days before the date of the meeting.

If a committee member wants to place an item on the agenda, that member should contact the Committee Chairperson at least 7 business days prior to the date of the scheduled meeting. The Committee Chairperson needs to advise the MMA of agenda items no later than 1 week prior to the scheduled meeting. This will enable the MMA to prepare material to address the agenda item and to include the item in any papers to be circulated to Committee members.

MEETING MINUTES

The MMA will provide secretariat support for the Committees and will record minutes of all regular Committee meetings.

QUORUM

A quorum for a Committee meeting will be 3 members and at least 2 representatives of the MMA. Should a quorum not be present within 15 minutes of the advertised time for the meeting, the meeting shall lapse and will be noted accordingly. The next meeting of the Committee will be the next scheduled regular meeting.

PRIVACY & CONFIDENTIALITY

The MMA is bound by the *Information Privacy Act 2000* (Vic) (**IP Act**) including the Information Privacy Principles in that Act (**IPPs**). Personal information collected by the MMA is handled by the MMA in accordance with its obligations under the IP Act and the IPPs and with the MMA's privacy policy as amended from time to time. Accordingly, the MMA is not able to disclose certain information to the Committee that is personal to individual market users.

The MMA may also limit the disclosure of commercial information which may not be available to other Market users or which is commercial in confidence. For this reason, the MMA will not customarily be in a position to discuss with the Committees matters concerning the MMA's financial management, commercial practices or corporate planning.

REMUNERATION OF COMMITTEE MEMBERS

Committee members, in recognition of their time in attending and preparing for the Committee meeting, will be paid \$180.00 per attendance at each Committee meeting. The Chair of the Committee will be paid \$230.00 per attendance at each Committee meeting. The remuneration is only payable on attendance at the meeting and will be paid quarterly in arrears by the MMA by EFT.

Melbourne Market Authority (MMA)

Advisory Committee Terms of Reference



PUBLICATION OF COMMITTEE MEMBER DETAILS

By becoming a member of a Committee, each member consents to the MMA publishing that he or she is a member of the relevant Committee and his or her contact telephone number (as per the MMA's records from time to time) in the Market directory, the MMA website and in such other publications determined by the MMA from time to time.

DISSOLUTION OF A COMMITTEE

Under Section 13D of the Act, a Committee may be dissolved by the MMA at any time.

REVIEW OF TERMS OF REFERENCE

The MMA is committed to continuous improvement. To that end, these Terms of Reference will be reviewed at least every 3 years and whenever there is a change to operations or circumstances which will impact on the operations of the Committees.

Date: 1 / 1 / 2019

.....
Mark Maskiell
Chief Executive Officer