



# Agribusiness Working Group

## Terms of Reference

### 1. Establishment

- 1.1 The City of Victor Harbor (Council) resolved to establish a Working Group to be known as the **Agribusiness Working Group** (the Working Group).

### 2. Purpose

- 2.1 The purpose of the Working Group is to provide strategic advice to Council on matters directly relating to Agribusiness, Primary Production and Rural Affairs.
- 2.2 The Working Group provides a forum for a largely independent sector to collaborate and share common challenges faced by the sector while contributing toward the strategy and design of services and projects that support an agribusiness environment.

### 3 Role and Function

- 3.1 The Working Group:
  - 3.1.1 has been formed to provide advice to Council on specific matters. For clarity, it is not a committee formed pursuant to *Section 41 of the Local Government Act 1999* which would provide advice direct to the Council.
  - 3.1.2 is expected to stay within the Terms of Reference adopted by Council.
  - 3.1.3 will not commission work on their own initiative or have any decision making powers delegated by Council, other than to provide advice to Council.

### 4 Membership

- 4.1 The membership of the Working Group shall consist of:
  - 4.1.1 One (1) Council Member of the City of Victor Harbor

4.1.2 Representatives from, but not limited to the following sectors:

- 4.1.2.1 Primary Production
- 4.1.2.2 Agribusiness Services & Supplies
- 4.1.2.3 Other Industry Representative

4.2 The Working Group can co-opt additional members if it is considered that additional skills and experience would benefit a specific project or add value to the general performance of Group.

## **5 Term of Membership**

5.1 The term of membership of:

5.1.1 Community members shall be for two (2) years or as resolved by Council.

5.1.2 Council Members shall be for the term of the Council or as resolved by Council

## **6 Attendance**

6.1 Any Council Member may attend the meetings of the Working Group.

6.2 Working Group members are expected to attend all meetings where possible. Apologies for non-attendance must be submitted to the Working Group Facilitator prior to the meeting.

6.3 Where a member fails to attend three successive meetings without submitting a satisfactory explanation, the Chairperson will make a determination on their membership.

## **7 Working Group Facilitator**

7.1 A Working Group Facilitator:

7.1.1 shall be appointed by the Chief Executive Officer and/or their delegate.

7.1.2 shall be a staff member of Council and is responsible for co-ordinating the preparation of agendas, invitations and meeting notes of the Working Group.

7.1.3 shall be responsible for co-ordinating any presentations from guest speakers and for considering requests from members of the public to address the Working Group in consultation with the Chairperson.

7.1.4 has the right to refuse a request from a member of the public to address the Working Group if it is deemed more appropriate for that person to address an Ordinary Council Meeting.

## **8 Chairperson**

- 8.1 The Chairperson of the Working Group will be appointed by Council and can be a Council Member or a sector representative.
- 8.2 In the absence of the Chairperson, another Council Member of the Working Group or a delegated staff member shall chair the meeting.

## **9 Decision Making**

- 9.1 The Group has a working/advisory role, its recommendations are made by consensus and no recommendation is deemed to be a decision of the Group. If consensus is not achieved the matter may remain unresolved, or may be referred to Council for consideration, if required.
- 9.2 The Chief Executive Officer and/or her delegate will determine which items are required to be referred to the Council and action accordingly.

## **10 Quorum**

- 10.1 The Working Group requires a quorum to hold a meeting. The quorum is at least fifty percent of the membership.
- 10.2 The Chairperson shall use their discretion to determine if any item on the agenda should be deferred to a future meeting if it is considered there are insufficient members at the meeting.

## **11 Meeting**

- 11.1 The Working Group shall meet at least four (4) times per year, or more frequently if determined by the Chief Executive Officer and/or delegate in consultation with the Working Group Members.
- 11.2 The Working Group shall meet at times and dates determined by consensus of the Group.
- 11.3 The Working Group meetings will be held at the Civic Centre, 1 Bay Road, Victor Harbor or another venue agreed to by the Working Group Members.
- 11.4 The Working Group meetings may be closed to the public, as declared by the Chief Executive Officer in accordance with Section 90(3) of the *Local Government Act 1999*.
- 11.5 The Group must provide one (1) presentation to the Council per year, at a venue that is open to the public, outlining the work that has been occurring within the Working Group meetings.

## **12 Agenda**

- 12.1 The agenda shall be determined by the Chief Executive Officer and/or their delegate in consultation with the Chairperson and include enough detail to enable matters to be considered at the meeting.
- 12.2 The agenda shall be distributed by email no later than at least three (3) days prior to the next meeting date.

## **13 Meeting Notes and Reporting**

- 13.1 Working Group Meetings are not a formal meeting of Council, the meeting notes will record at a minimum the following:
  - 13.1.1 the place, date and time at which the Working Group meeting was held;
  - 13.1.2 the meeting attendees and apologies;
  - 13.1.3 the topics discussed; and
  - 13.1.4 any recommendations arising from the discussion and advice provided, noting that the Chief Executive Officer and/or their delegate shall determine if any individual recommendations/actions are required to be reported to the Council for determination.

## **14 Conduct of Working Group Members**

- 14.1 Community Members of the Working Group will be expected to:
  - 14.1.1 comply with Council's policies including the Volunteer Code of Conduct;
  - 14.1.2 be honest and fair when dealing with all persons present at the meetings;
  - 14.1.3 deal with information received in their capacity as a member in a responsible manner;
  - 14.1.4 be aware of any conflict between their role as a Member of the Working Group and their private interests and disclosure these conflicts either prior to the relevant matter being discussed or as soon as the conflict becomes apparent;
  - 14.1.5 endeavour to provide accurate information to the group;
  - 14.1.6 endeavour to establish and maintain respectful relationships with all Working Group Members, Council Members and Council Staff, regardless of difference of views and opinions.
- 14.2 Members of the Working Group are not permitted to speak to the media as representatives of the Group.

- 14.3 Confidential matters presented to the Working Group, shall be dealt with and remain in confidence until such time as confidentiality is withdrawn as advised by the Chief Executive Officer.

## **15 Removal**

- 15.1 A member of the Working Group may be removed from the group on the grounds that;
- 15.1.1 he or she was absent, without leave from the Working Group, from three or more consecutive meetings; or
  - 15.1.2 he or she has made public statements that may be detrimental to the effective functioning of the Working Group; or
  - 15.1.3 He or she, is behaving in a way which is detrimental to the smooth, efficient and effective workings of the Working Group.
- 15.2 The determination as to whether a Member's conduct constitutes grounds for removal from office will be made by a reference panel comprising the Mayor, Chief Executive Officer (or delegate) and the Working Group Facilitator.
- 15.3 The reference panel will observe the principles of natural justice in making any decision to remove a member from office. That is, the member will be given an opportunity to comment in relation to any adverse allegations against him or her in relation to any proposal that he or she be removed from office. Any comments made by the member will be taken into account by the Reference Panel before a decision is made.

## **16 Vacancies**

- 16.1 All members' positions of the Working Group are declared vacant after every local government election.
- 16.2 The filling of any vacancy occurring by resignation or removal of a member shall be at the discretion of Council through a Council resolution.

## **17 Dissolution**

- 17.1 Council may at any time abolish the Working Group and such action by the Council may include but is not limited to the Working Group:
- 17.1.1 has fully achieved its purpose for establishment;
  - 17.1.2 has become unproductive;
  - 17.1.3 can no longer attract membership;
  - 17.1.4 no longer serves the service priorities and/or core business of Council.

## 18 Amendments to Terms of Reference

18.1 Council may amend the Terms of Reference by Council resolution.

## 19 Document History

Version	Issue Date	Resolution No.	Description
1.0	24 June 2019	OC4612019	Endorsed Terms of Reference
2.0	26 August 2019	OC6002019	Member appointments
3.0	26 Oct 2020	OC5652020	Member appointment
	26 Oct 2020	N/A	Administration updated title of working group facilitator
4.0	23 August 2021	OC36382021 OC3692021	Membership Term extended
5.0	22 August 2022	OC3542022	Terms of Reference updated to reflect the Group reports directly to Council via the responsible officer.
6.0	11 December 2023	OC4472023	Membership term extended
7.0	25 March 2024	OC882024	Terms of Reference reviewed

# SCHEDULE 1

## AGRIBUSINESS WORKING GROUP

### Group Membership

August 2021

Member	Representative	Appointed	Expires
Primary Production	Beryl Price	23 Aug 2021	June 2024 Ordinary Council Meeting
Primary Production	Gino Pacitti	23 Aug 2021	June 2024 Ordinary Council Meeting
Primary Production	Ike Ashby	23 Aug 2021	June 2024 Ordinary Council Meeting
Primary Production	Brenton Lush	23 Aug 2021	June 2024 Ordinary Council Meeting
Primary Production	Sandy Knott	23 Aug 2021	June 2024 Ordinary Council Meeting
Primary Production	Rob Mulhern	23 Aug 2021	June 2024 Ordinary Council Meeting
Primary Production	Derek Walter	23 Aug 2021	June 2024 Ordinary Council Meeting
Agribusiness Services and Supplies	Vacant		
City of Victor Harbor	Cr Carol Schofield	24 Nov 2020	November 2026

Working Group Facilitator		
Manager City Activation	27 May 2019	November 2026

Office Bearers	
Chairperson	TBC