

Alexandrina Sustainable Agricultural Round Table

Terms of Reference August 2021

Vision: For the Alexandrina Region to be known as a nationally / internationally renowned food and beverage production region.

Purpose: Alexandrina Sustainable Agricultural Round Table (ASART) was established to provide information, advice and recommendations to the Alexandrina Council from a cross section of industries and stakeholders on strategic issues affecting the agricultural, viticulture, horticulture, forestry and fishing industry within the Alexandrina Council district and opportunities to grow the sector.

Role

The key roles of ASART are as follows:

Advocacy

- To advocate and raise the profile of the agricultural sector within Council (the Elected Member body and the Administration) by highlighting the benefits of agribusiness to our community.
- To assist and guide Council to better support the sector by developing linkages and implementing outcomes from:
 - A2040 Community Strategic Plan
 - Annual Business Plan and Budget
 - Village Innovation Plans
 - Economic Development Strategy
 - Environmental Action Plan
 - Roadside Vegetation Management Plan.
- To monitor the impacts of and provide input on planning policy for the agricultural sector and rural communities.
- To keep informed about relevant policies and programs of other spheres of Government in order to provide coordinated advice to Council and support local industry.

Advice

- To act as a formal consultative and advisory body for Alexandrina Council on matters that affect the future sustainability and growth of all sectors of the agricultural industry.
- To provide information and industry advice on initiatives that foster relationships, investment, growth and sustainability of agribusiness within Alexandrina which may include:

- Business Alexandrina training, programs, access to advice, communication channels
- Involvement with collective marketing initiatives
- Identifying and accessing external funding opportunities.

Promotion and Communication

- To build positive, productive relations between local industry and Council.
- To foster cross sector relationships, education and promotion of the agricultural sector within our community.
- To play an ambassadorial role for the Alexandrina Agricultural sector
- To make recommendations to Council that will enhance Alexandrina's reputation with the agricultural sector.

Membership

Membership of ASART shall be by Expression of Interest and Members will be appointed by Council. Members shall either be a rural land owner or work within the agricultural sector or allied industries within the Alexandrina Council region.

The Round Table to consist of ten members made up of:

- The Mayor (ex-officio and Chairperson)
- Two to three Elected Member representatives as nominated by Council
- Up to twelve (12) industry representatives with at least one from each of the following areas; agriculture, viticulture, horticulture, forestry and fishing industry.
- Landscape Board (Hills & Fleurieu) representative

All members of ASART will be appointed for a 2 year term.

Members may resign from ASART at any time by providing notice of this intention, in writing, to the Chairperson.

Member Responsibilities

1. In providing input the members of ASART agree that their involvement will be focused on acting as a point of reference, providing advice to Council and advocating for the sector within our community as appropriate.
2. To act as a resource to Elected Members and Administration by providing current, relevant industry information to enable issues to be addressed and opportunities identified.
3. To report back to organisations, or interested parties represented, and seek their responses to matters in a timely manner at key stages.
4. Members of ASART shall not make direct contact with the media with respect to the details of matters discussed by the Round Table. All media enquiries in relation to matters associated with the project will be channeled through the Chairperson or Council's nominated delegate.

5. Members of the Round Table will listen to each other with respect and work constructively to resolve conflicts, should these occur.
6. Matters presented as confidential will be dealt with in confidence.
7. Information will be provided in a timely manner, i.e. at least five (5) working days before meetings to assist in undertaking the tasks required.
8. Commit to attend all scheduled meetings of the ASART or provide an apology prior to the meeting and arrange a proxy.
9. Respond to written communication within the nominated time period, or providing notice, in advance, of their inability to do so.
10. Provide input from their perspective on matters under discussion while identifying the need to seek further input from the organisation they represent.
11. Champion ASART within and outside of the Round Table.
12. Members of ASART are encouraged to invite people with relevant specialist expertise to attend a meeting of the Round Table, subject to seeking the approval of the Chairperson prior to the meeting.

Method of Operation

ASART will meet on a quarterly basis with the venue rotated within the Alexandrina Council district. Meetings will be held at a mutually convenient time and location. The date and time of the next meeting will be set at the end of each meeting.

Meeting dates will not be changed without the agreement of the majority of Round Table Members. Meetings of ASART will be chaired by an appointed Member (by the Council) and be supported by the following staff from Alexandrina Council:

- Manager Strategic Development
- Manager Economic Development
- Personal Assistant General Manager Growth.

Agendas and minutes will be provided five (5) working days prior to the meeting. This includes:

- Items of business and supporting papers if applicable
- Meeting notes and relevant information.

Authority / Decision Making

- Decisions will be made by consensus (i.e. members are satisfied with the decision even if it is not their preferred decision).
- If consensus is not possible the Chairperson will make the final decision.
- A quorum, for decision making purposes, is five (5) members.
- Council has not delegated powers to ASART. Accordingly, all decisions of ASART will constitute recommendations to Council.



Reporting

The Round Table will be supported by the Administration who will provide regular reports to Council on behalf of ASART.

ASART will provide Council with a formal annual report on their activities and achievements at the end of each financial year.

Amendments to Terms of Reference

These Terms of Reference may be amended after consultation and agreement by the members of ASART.